



# **Municipality of West Elgin**

## **Agenda**

### **Council Meeting**

Date: September 10, 2026, 4:00 p.m.  
Location: Council Chambers  
160 Main Street  
West Lorne

Council Meetings are held in-person at 160 Main Street, West Lorne, and the post-meeting recording available at [www.westelgin.net](http://www.westelgin.net), when available (pending no technical difficulties).

Zoom Link: <https://us02web.zoom.us/j/83426252770?pwd=6K0phe1Y3wxhmy6crDpFJbD3Cms2kS.1>  
Pages

1. **Call to Order**

2. **Adoption of Agenda**

Recommendation:

That West Elgin Council hereby adopts the Regular Council Agenda for September 10, 2026 as presented.

3. **Disclosure of Pecuniary Interest and General Nature Thereof**

4. **Delegation**

4.1 **Sarah Bod, Conservation Director, Long Point Biosphere Region**

5

North Shore Resilience Project  
2024-2026

5. **Adoption of Previous Meeting Minutes**

40

Recommendation:

That West Elgin Council hereby adopt the minutes of August 13, 2026, as presented.

## **6. Staff Reports**

### **6.1 Wastewater**

Recommendation:

That West Elgin Council hereby receive both the Rodney and West Lorne, Second Quarter Operations Reports for 2026, as presented by Joe Daly, Senior Operations Manager, Ontario Clean Water Agency, for information purposes.

**6.1.1 Rodney Wastewater, Second Quarter Operations Report 51**

**6.1.2 West Lorne Wastewater, Second Quarter 2026, Operations Report 67**

### **6.2 Water**

**6.2.1 West Elgin Water Distribution System, Second Quarter 2026, Operation Report 82**

Recommendation:

That West Elgin Council hereby receive the West Elgin Water Distribution System, Second Quarter 2026, Operation Report, as presented by Joe Daly, Senior Operations Manager, Ontario Clean Water Agency.

### **6.3 Corporate Services & Finance**

**6.3.1 Appointment of Scrimgeour and Company for 2026 & 2027 Audits 88**

Recommendation:

That West Elgin Council hereby receives the report titled “Appointment of Municipal Auditor” from Emma Nilsson, Manager of Corporate Services/Treasurer; and

That Council direct staff to move forward with the appointment of Scrimgeour & Company CPA Professional Corporation as the Municipality's external auditors for the fiscal years ending December 31, 2026, and December 31, 2027; And

That the Mayor and Clerk be authorized to execute any necessary agreements related to the engagement.

### **6.3.2 July 31, Year-to-Date Variance Report**

91

Recommendation:

That West Elgin Council hereby receives the West Elgin Year-to-Date Variance report from Emma Nilsson, Manager of Corporate Services/Treasurer, for information purposes.

### **6.3.3 Operating Budget Module**

99

Recommendation:

That West Elgin Council hereby receives the report from Emma Nilsson, Manager of Corporate Services/Treasurer; And

That Council approve additional funding for the 2026 budget year in the amount of \$13,350 plus HST for the acquisition and implementation of the PSD Citywide Operating Budget Module; And

That the funding be sourced from the Tax Rate Stabilization Reserve; And

That Council approves a three-year license term with an estimated term cost of \$16,200; And

That the Treasurer be authorized to proceed with the purchase and implementation of the software.

## **7. Committee and/or Board Updates**

Council opportunity for respective committee and/or board updates.

## **8. Notice of Motion**

None presented prior to meeting.

## **9. Council Inquiries or Announcements**

Council opportunity for any information inquiries or announcements.

## **10. Correspondence**

Recommendation:

That West Elgin Council hereby receive and file all correspondence, not otherwise dealt with.

## **10.1 County of Elgin, July 14, 2026 Council Minutes**

105

|      |                                                                                                                                                |     |
|------|------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| 10.2 | County of Elgin, July 14, 2026, Committee of the Whole Minutes                                                                                 | 111 |
| 10.3 | County of Elgin, August 11, 2026 Council Highlights                                                                                            | 115 |
| 10.4 | Municipality of Chatham-Kent, Public Consultation Notice                                                                                       | 122 |
| 10.5 | Municipality of Trent Hills Resolution Re: Elimination of the Workplace Safety and Insurance Board's Second Injury and Enhancement Fund (SIEF) | 123 |
| 11.  | Confirming By-Law                                                                                                                              | 125 |

Recommendation:

That By-law 2026-52 being a By-law to confirm the proceeding of the Regular Meeting of Council held on September 10, 2026, be read a first, second and third and final time.

## 12. Adjournment

Recommendation:

That the Council of the Municipality of West Elgin hereby adjourn at \_\_\_\_\_ to meet again at 4:00pm, on September 24, 2026 or at the call of the Chair.

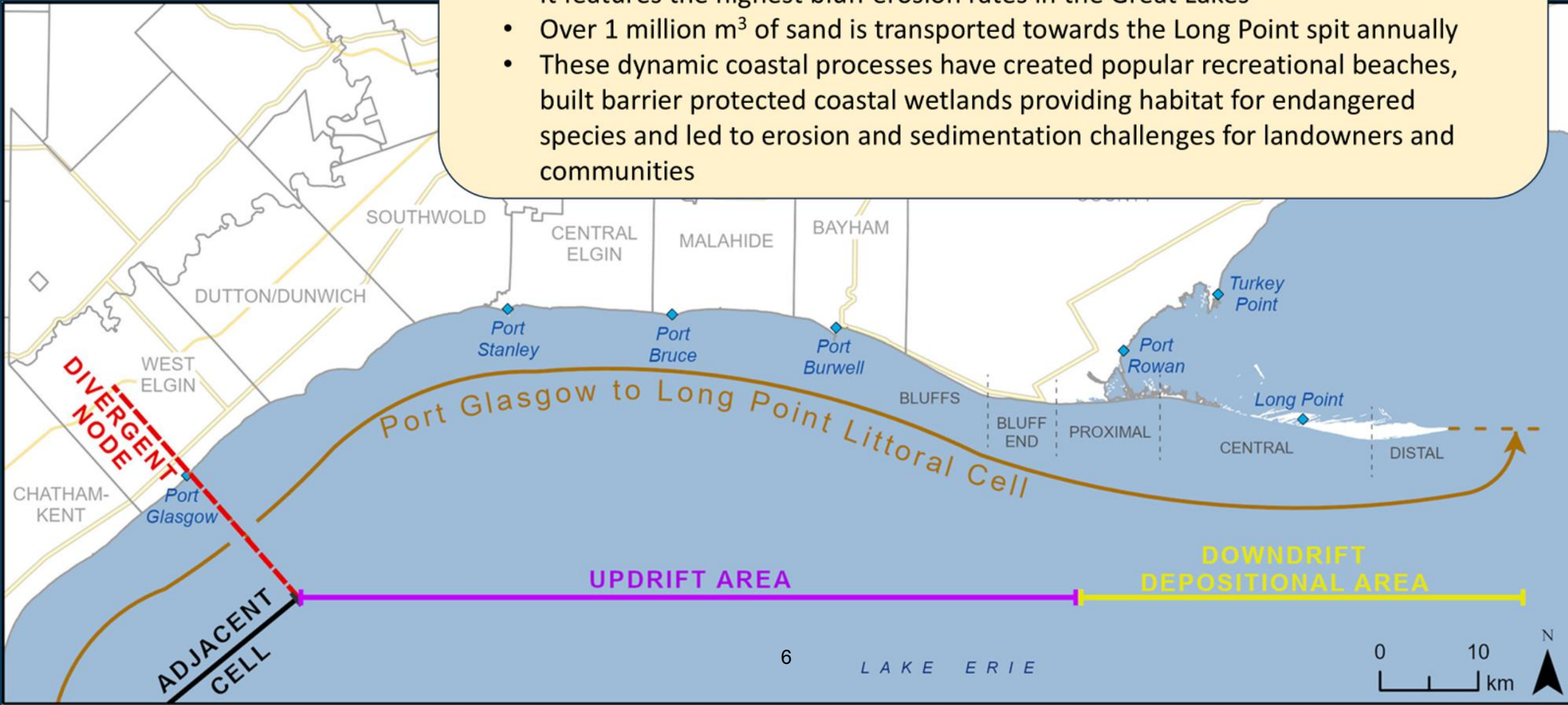
# North Shore Resilience Project 2024-2026



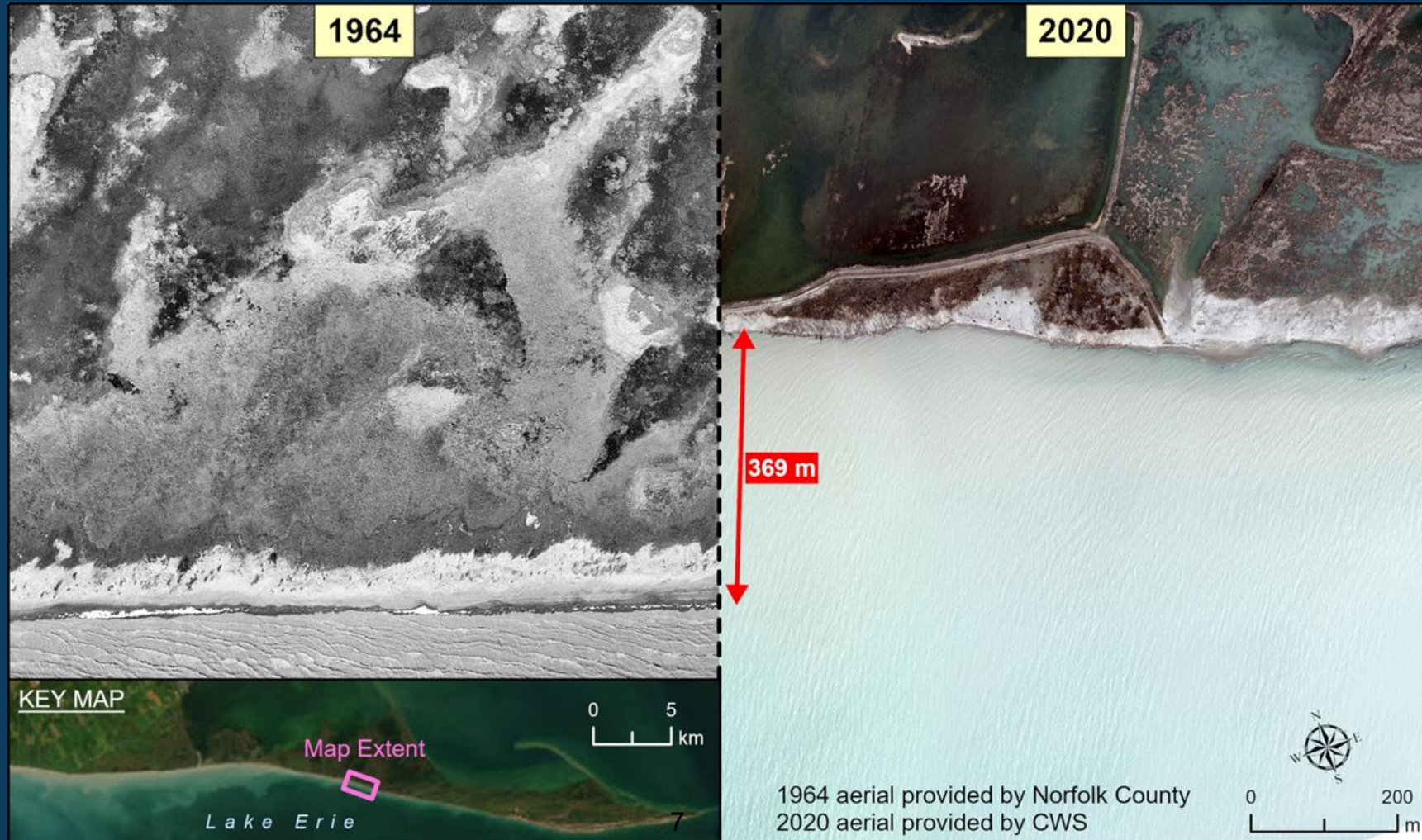
Sarah Bod, B.Sc., M.Sc.  
Pete Zuzek, MES, CFM, P.Geo.



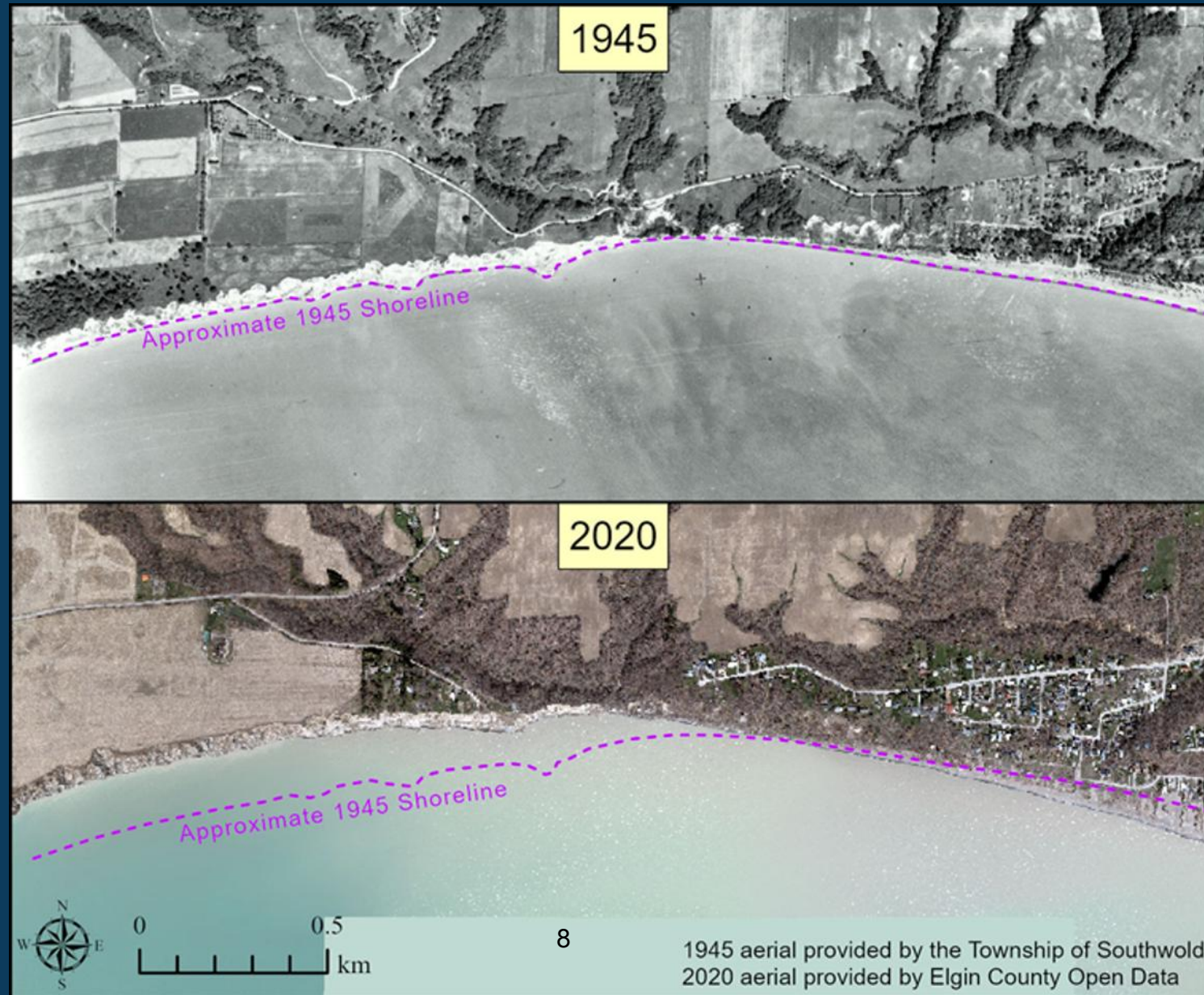
- Port Glasgow to Long Point littoral cell is one of the most complex freshwater sediment transport systems in the world – and Long Point is the world's longest freshwater sand spit
- It features the highest bluff erosion rates in the Great Lakes
- Over 1 million m<sup>3</sup> of sand is transported towards the Long Point spit annually
- These dynamic coastal processes have created popular recreational beaches, built barrier protected coastal wetlands providing habitat for endangered species and led to erosion and sedimentation challenges for landowners and communities



# Long Point Company from 1964 to 2020



# Southwold Municipal Rd Loss



# Objectives

**01**

## Develop Technical and Scientific Knowledge

Collect physical data and develop a sediment budget and transport model to determine how and where sand and pebbles move in the nearshore of the coast between Port Glasgow and Long Point.

**02**

## Complete Dune Restoration Projects

From 2024 to 2027 we will build coastal resilience through dune restoration. Sand dunes form at the back of beaches when sand is trapped by beachgrass and other native plants. Healthy dunes create a barrier against natural coastal hazards, such as flooding and erosion, and improve habitat.

**03**

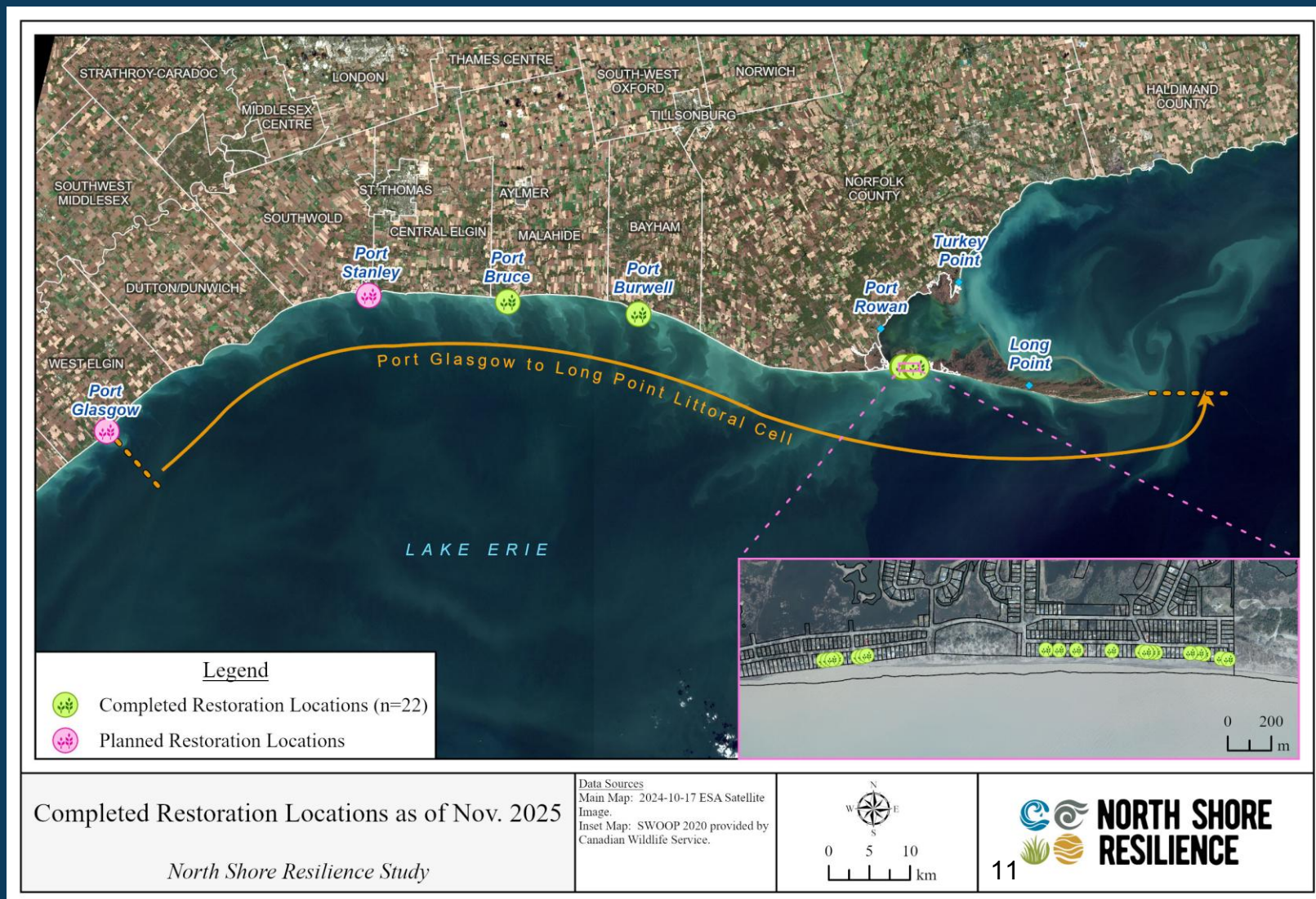
## Produce a Resilience Action Plan

Develop a Resilience Plan that integrates the four dimensions of a resilient coast: social, economic, environmental, and physical processes. The technical and scientific work completed will inform the management options developed to build resilience along the coast. The Action Plan will be co-developed by the Working Group, the Public Advisory Committee, community members at large and reviewed by the Technical Advisory Committee.

# DUNE RESTORATION AND BEACH ACCESS PROJECTS IN THE LITTORAL CELL



# Completed Restoration Projects March 31. Port Stanley complete now.



- 580.9m of private beach restored using native grasses and trees on 23 volunteer properties
- Beach access improvement projects on 6 municipal properties, totaling 471m
- 4500 native grasses and trees planted
- Projects in Port Stanley, Port Bruce, Port Burwell and Long Point

# PRIVATE LANDOWNERS

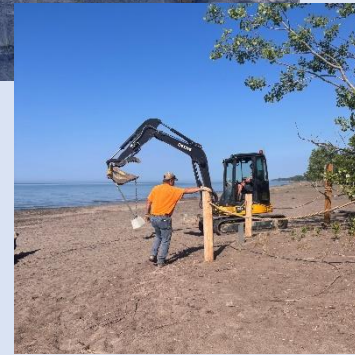


# BEACH ACCESS: AUSTIN PARKWAY

**December 2024: wide path allows sand loss, conflict between visitors and landowners**



**Spring/Summer 2025: Planting, Fence, Signage Installation**



**Summer 2026: Beach resilience improved, beach entrance attractive to residents/visitors**



# ERIE REST BEACH: BEACH ACCESS IMPROVEMENT

**August 2025: Possible  
parking lot expansion,  
existing drainage issues**



**May 2026: planting and  
fence installation**



**June 2026:**



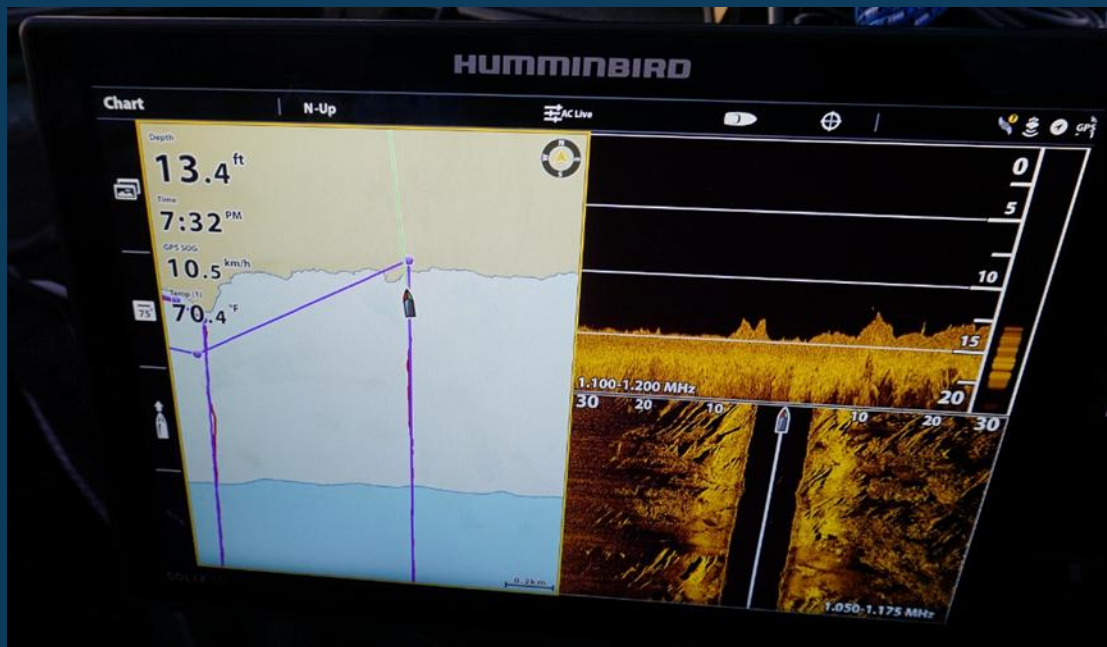
# SUMMER 2025 FIELD WORK

- 350km of lake bottom information collected (bathymetric and sonar)
- 220 beach and bluff profiles collected across the littoral cell
- 3 beach profile monitoring events
- 33 lake bottom sediment samples collected and analyzed in the laboratory

# Lake Bottom Samples with Ponar Grab Sampler

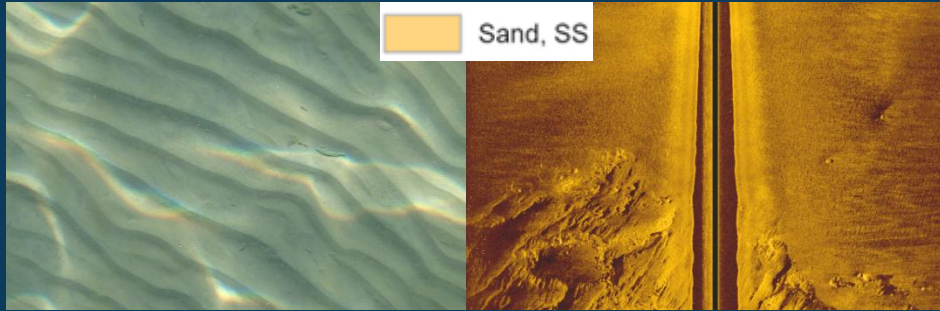


# BATHYMETRY AND SONAR IMAGING OF THE LAKE BOTTOM

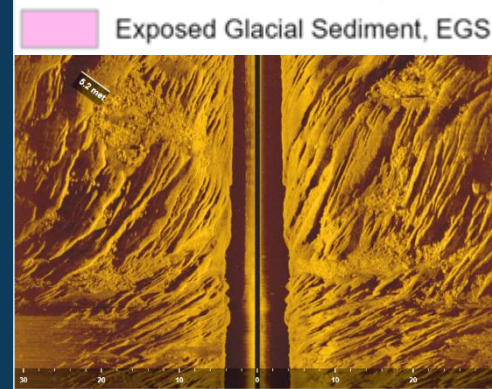


# Examples of Lake Bottom Substrate Types

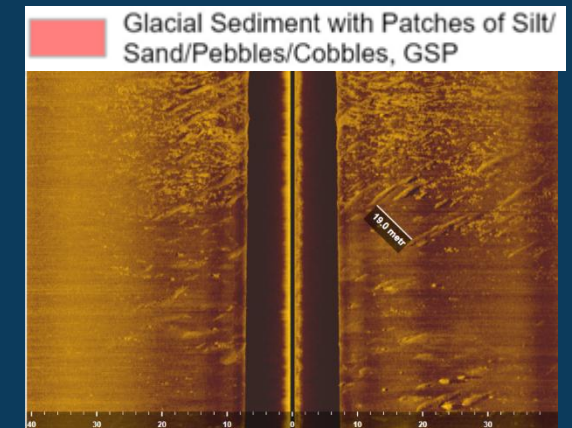
- Sand (SS)

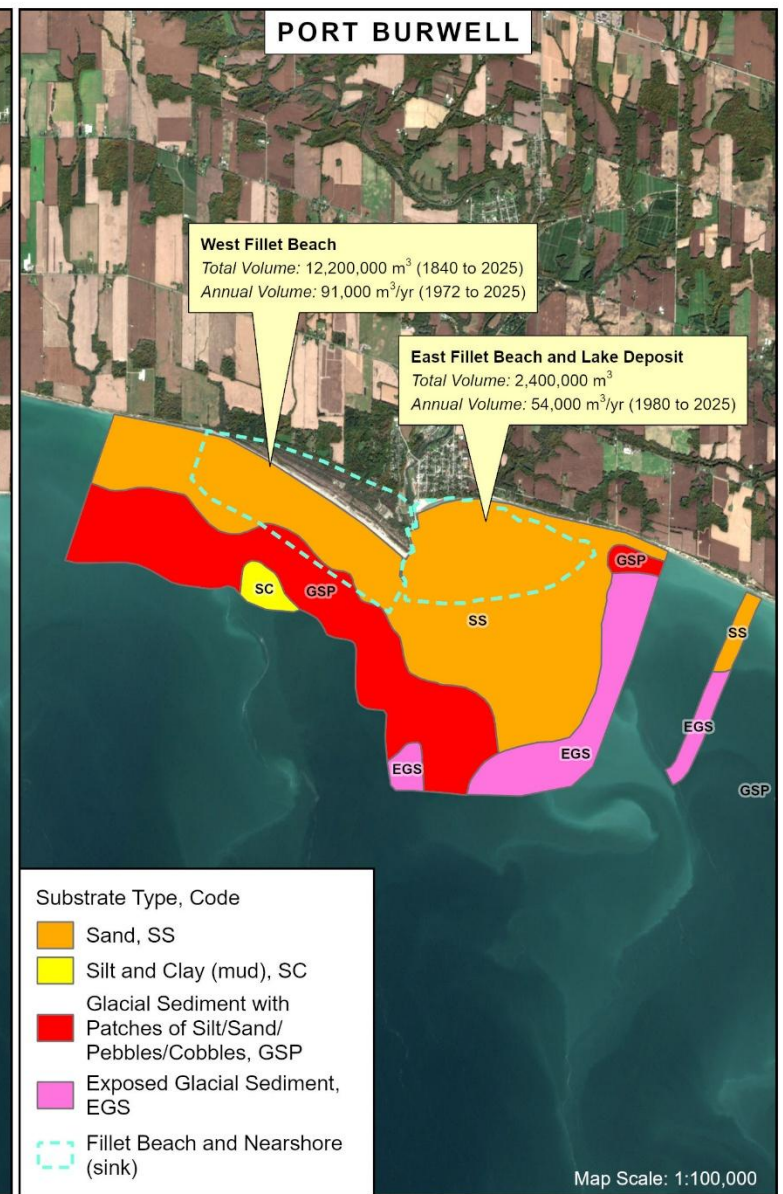
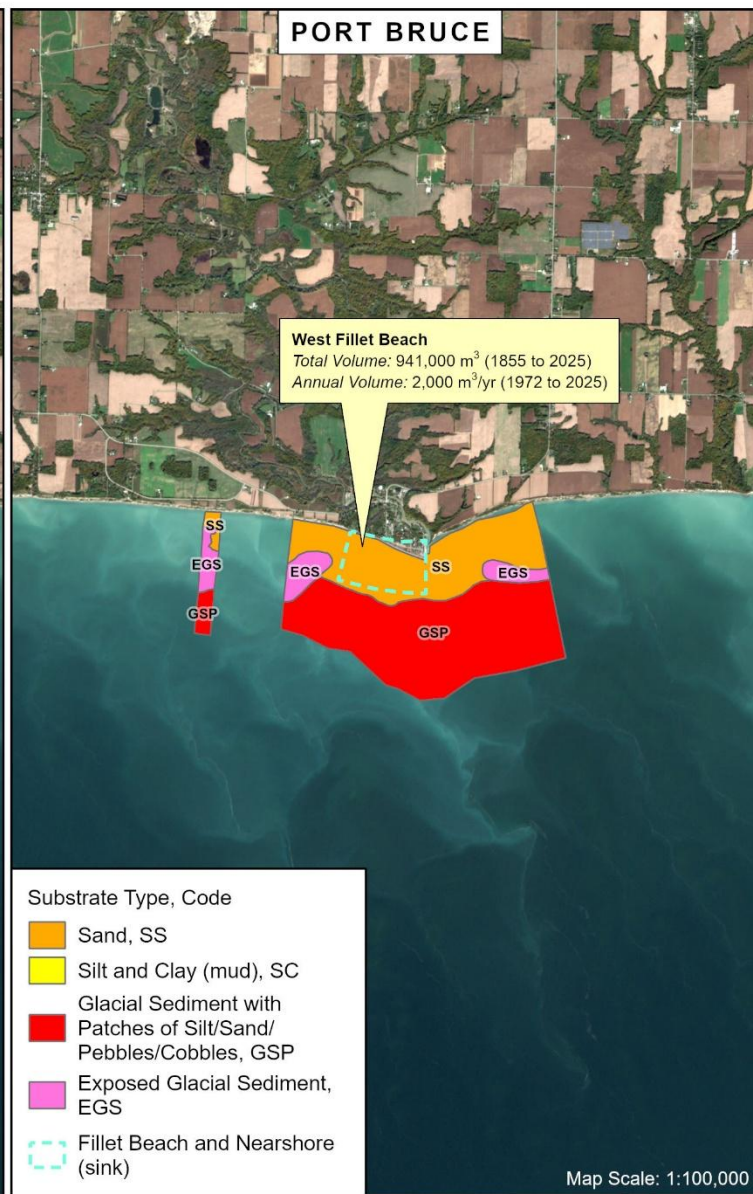
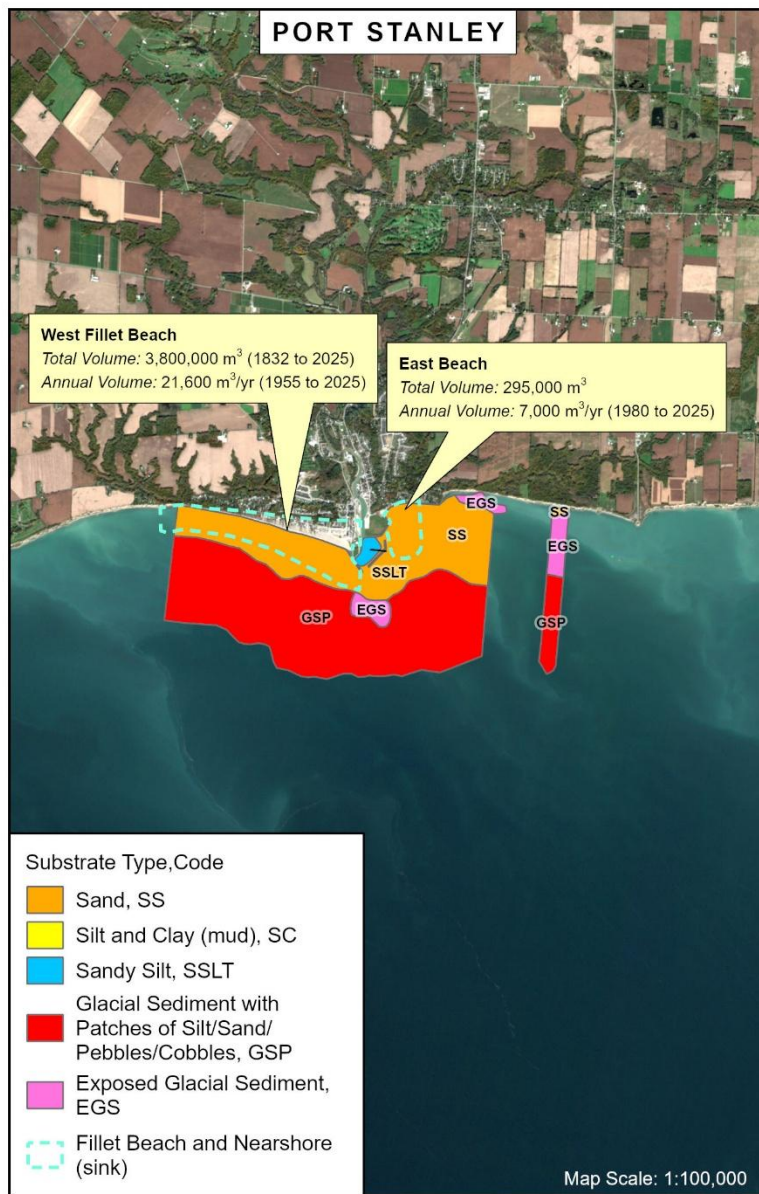


- Exposed Glacial Sediment (EGS)



- Glacial sediment with patches of silt, sand, pebbles, and cobbles (GSP):



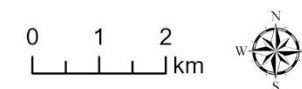


# Bottom Substrate at Port Stanley, Port Bruce and Port Burwell August-September 2025

North Shore Resilience Study

Map Notes:

Map Imagery: 2024-Oct ESA Sentinel Satellite

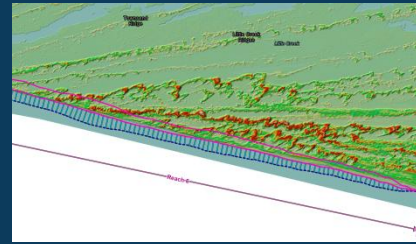


# SEDIMENT BUDGET AND NUMERICAL MODELLING

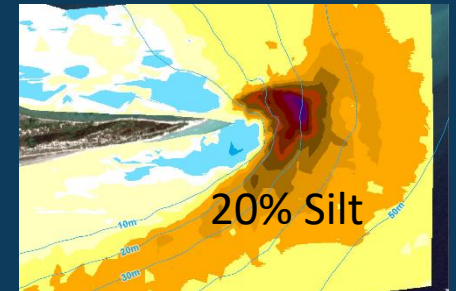


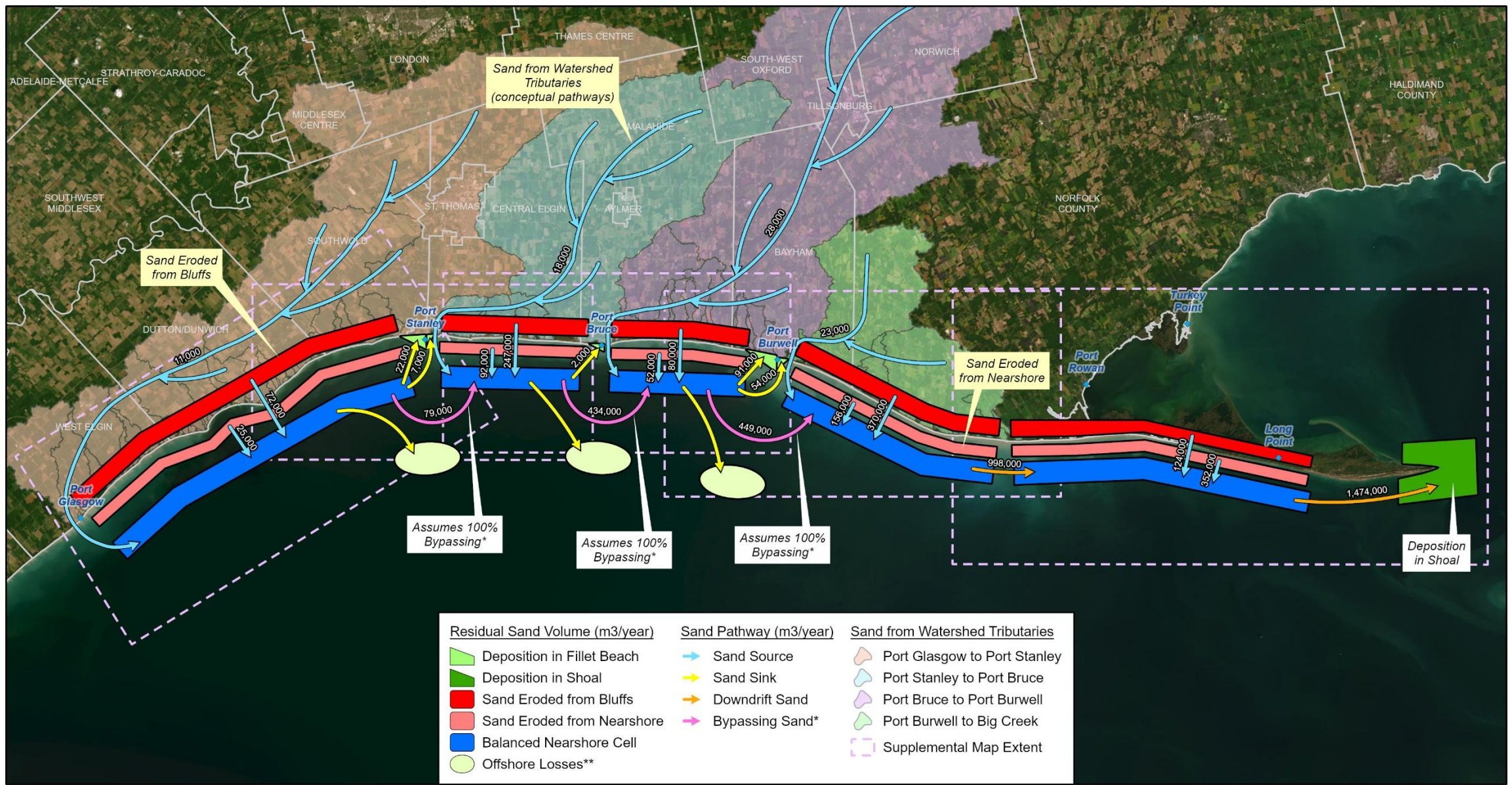
# Sand Sources and Sinks in Littoral Cell

- Sources: tributaries, gullies, eroding bluffs and nearshore, Long Point erosion
  - 1,650,000 m<sup>3</sup>/yr

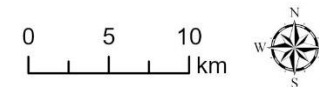


- Sinks: harbour fillet beaches and shoal at tip of Long Point
  - 1,536,000 m<sup>3</sup>/yr (Still modelling offshore losses)





## Preliminary Sediment Budget (Recent Past, Last ~50 Years)



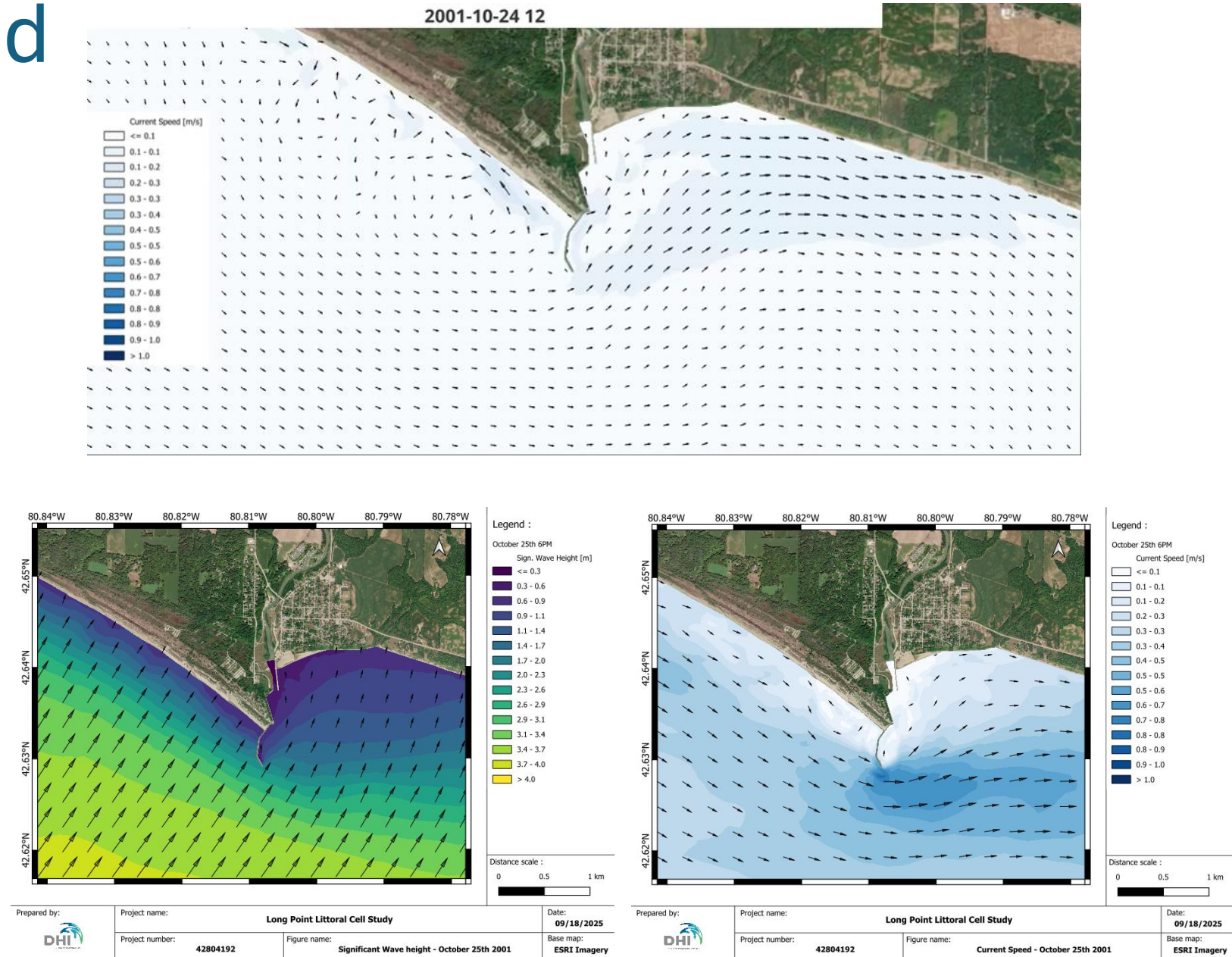
# HD-SW Coupled Simulation

Physical Forcings for sediment transport

High-resolution coupled Spectral Wave and Hydrodynamic 2D model

Nested in lake-wide model

Simulations completed from 2017 to 2020 (4-years)



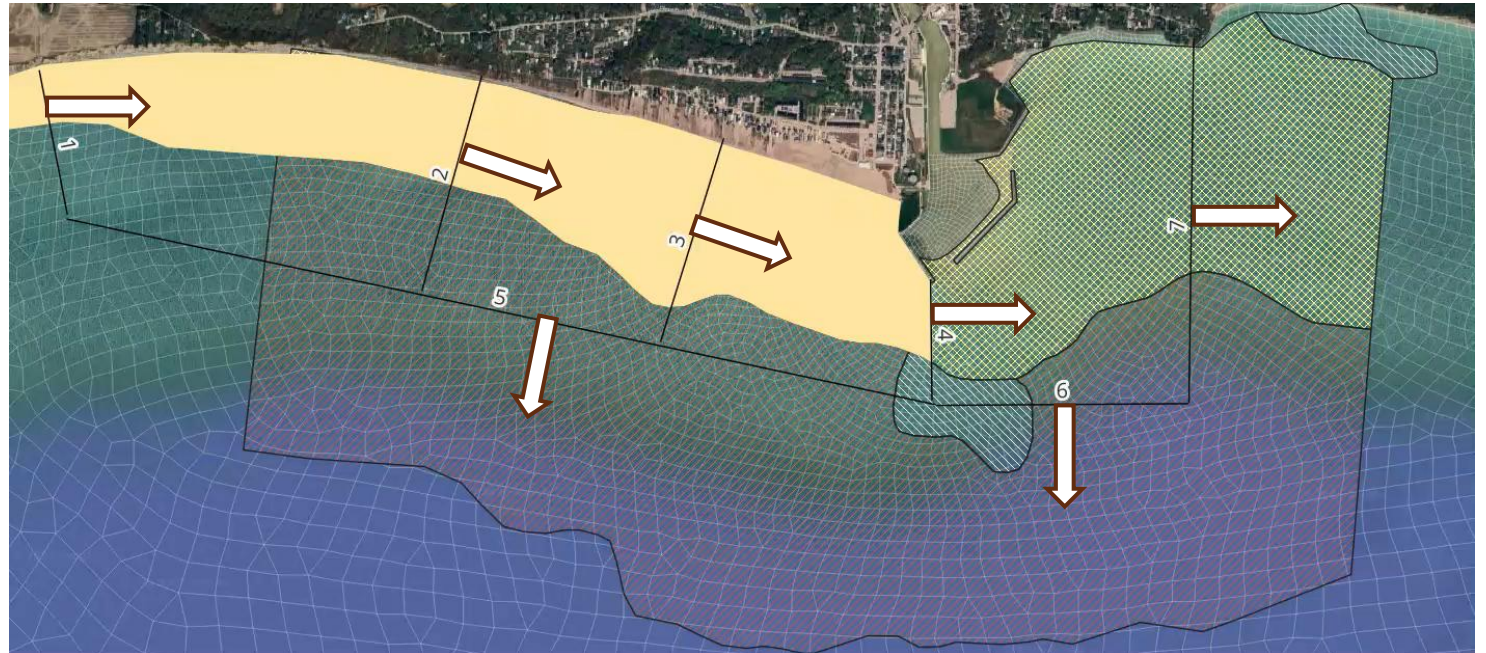
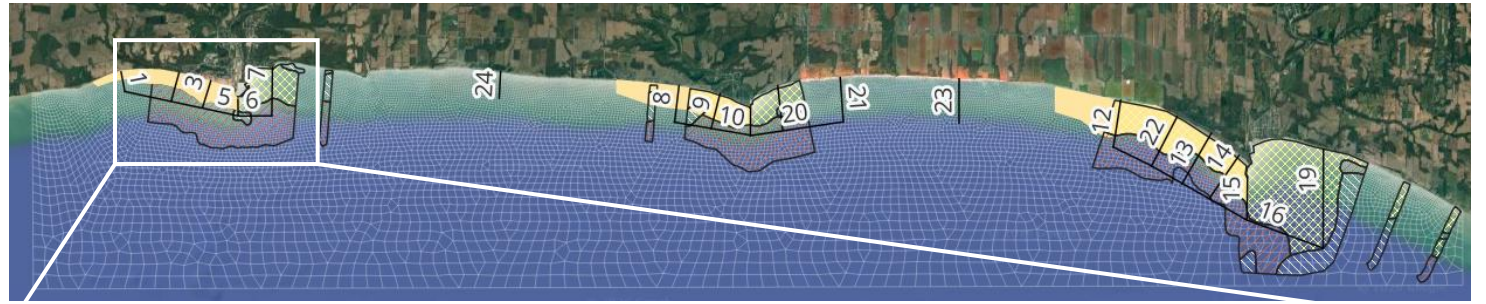
# Sediment Transport Model

## Sediment Bypassing Analysis

Simulations on final stages of calibration and quality-checking.

Preliminary findings indicates

- Very high bypassing rates (>90%) for all ports are expected
- Strong interannual variability (after initial tests, a multi-year approach was needed)
- Sand (0.15 mm) export to offshore is not significant



Based on the multi-year sediment transport simulations, the percentage of net sand discharge at each transect will be calculated relative to the upstream transect.

# Draft Sediment Budget

## Key Findings

- Sediment budget balances (almost) and being verified by numerical modelling
- Erosion is a natural processes in the bluff region that has been occurring for 1,000s of years. Sediment transport potential is greater than the supply
- Harbours disrupt the natural flow of sand and pebbles along the coast/cell
- Sand is limited to the nearshore of the bluff region, which sustains erosion
- 176,000 m<sup>3</sup>/yr of sand is trapped in the harbour fillet beaches
- Offshore losses at the harbours still under investigation (maybe ~50k/yr)
- 352,000 m<sup>3</sup>/yr eroded from the lake bottom of sand spit since 1948
  - 60-70% of this erosion may be attributed to harbours (sand trapped in fillets and offshore losses reduces the supply to the sand spit)

# Erosion of Long Point Beaches and Barrier Beaches

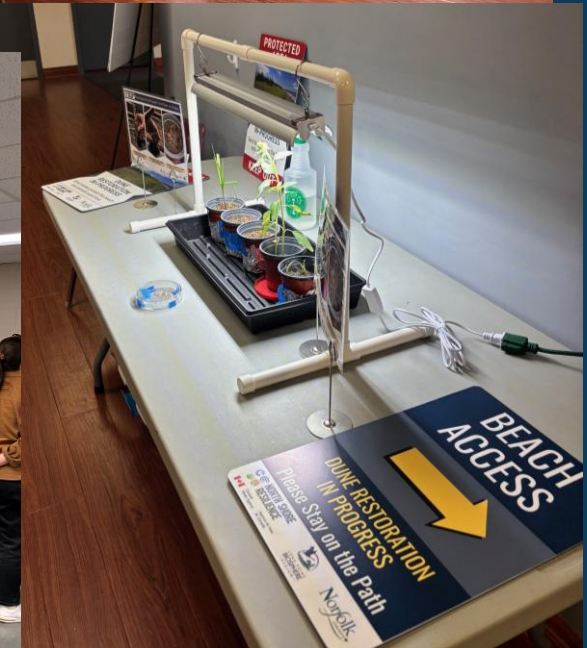
- Periods of high lake levels and storms erode the beach and dunes, driving erosion and overwash processes. Climate change will accelerate rates
- Reduced winter ice-cover increases exposure to winter storms and increases beach and dune erosion. More foredune restoration is needed to build resilience
- Ice-free winters will accelerate the transport of sand into the shoal at the tip. This may be balanced by higher bluff recession due to ice-free winters and higher recession rates. More research is needed

# Evolution of the Long Point Sand Spit (draft)

- The Proximal end of spit is attached to an eroding bluff, which is one cause of barrier beach erosion from Cove Road to the Causeway
- The harbours remove sand from the sediment budget which creates a downdrift deficit that negatively impacts the sand spit
- Hypothesis: lake-scale currents during storm events transport sand and silt in depths of 10 to 50 m along the spit. These currents are responsible for building the underwater footprint of the sand spit and shoal. As the tip migrates into deeper water, more sediment is needed annually to build the underwater foundation, leading to erosion of the proximal and central regions

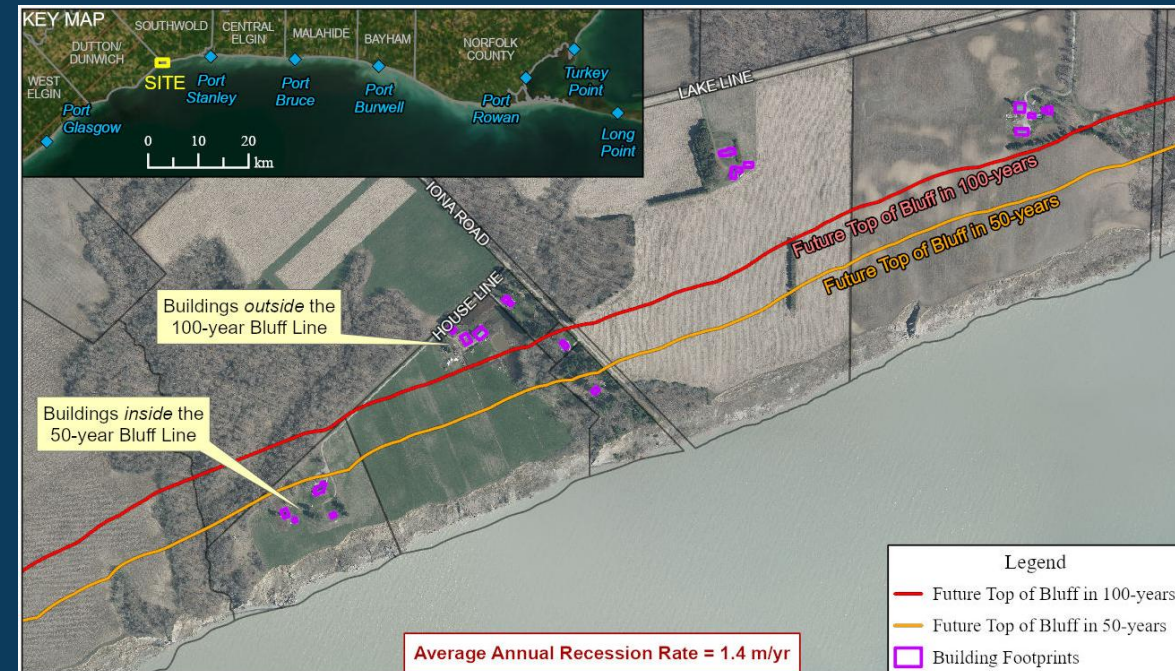
# **MARCH 24-26, 2026 OPEN HOUSE MEETINGS**

- Open Houses held in Port Rowan, Port Stanley and Rodney, representing the east, centre and western portions of the littoral cell.
- 128 attendees over three days, including Grade 8 class from Kettle Creek Public School.



# Assist Municipalities with Understanding/Managing Erosion Risks

- Voluntary, not regulatory
- Have 50 and 100-year future top of bluff lines
- Identify road infrastructure at risk and timelines
- Locate buildings at risk and develop a strategy
- Vulnerable wind turbines
- Above and underground utilities
- Etc.

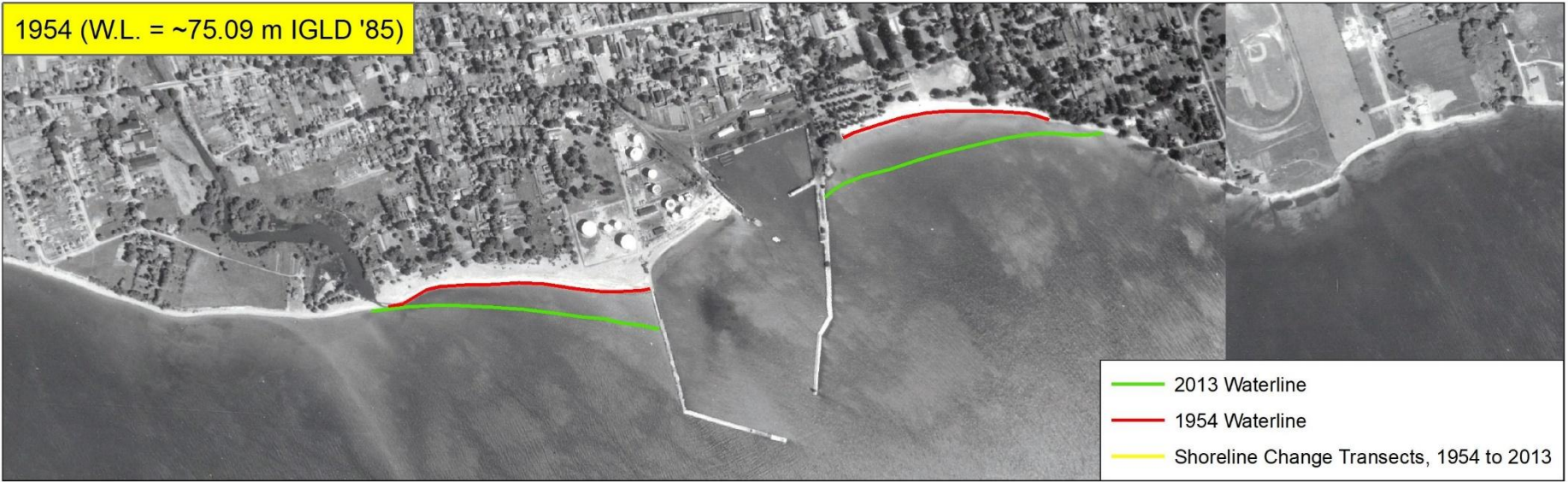


# Cobourg Portable Dredge Plant

- Purchased by Town of Cobourg for \$600k in 2009
- Cutter head can reach 23 feet below surface. Operated by 2 people
- Self propelled in the lake (right), can be transported on a flat bed on land



- 1954 to 2013 at Cobourg

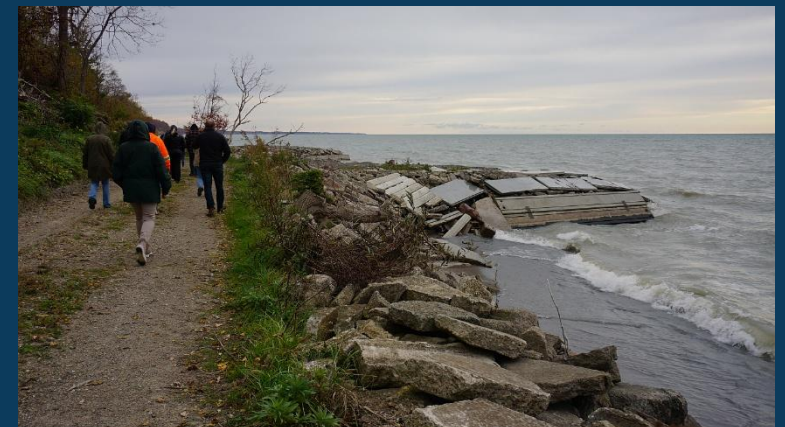
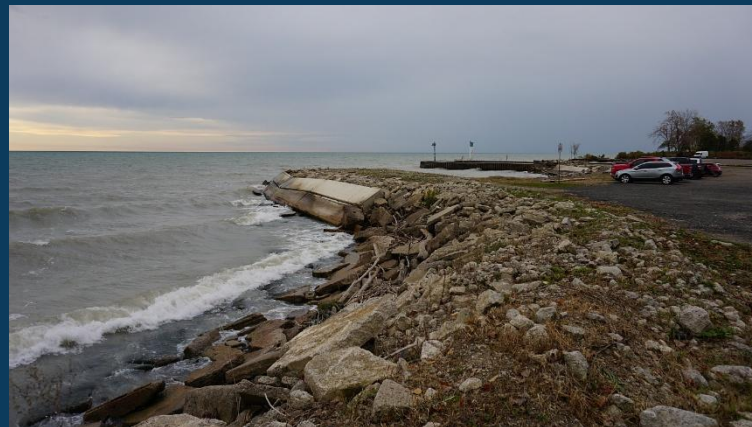


- Sediment from navigation channel used to build west beach



# Port Glasgow

- Investigate operation of existing navigation channel, sedimentation challenges, stability of jetties, and management of dredged sediment
- Erosion hot spots
- Beach health, safety, and dune restoration projects
- Open to other ideas



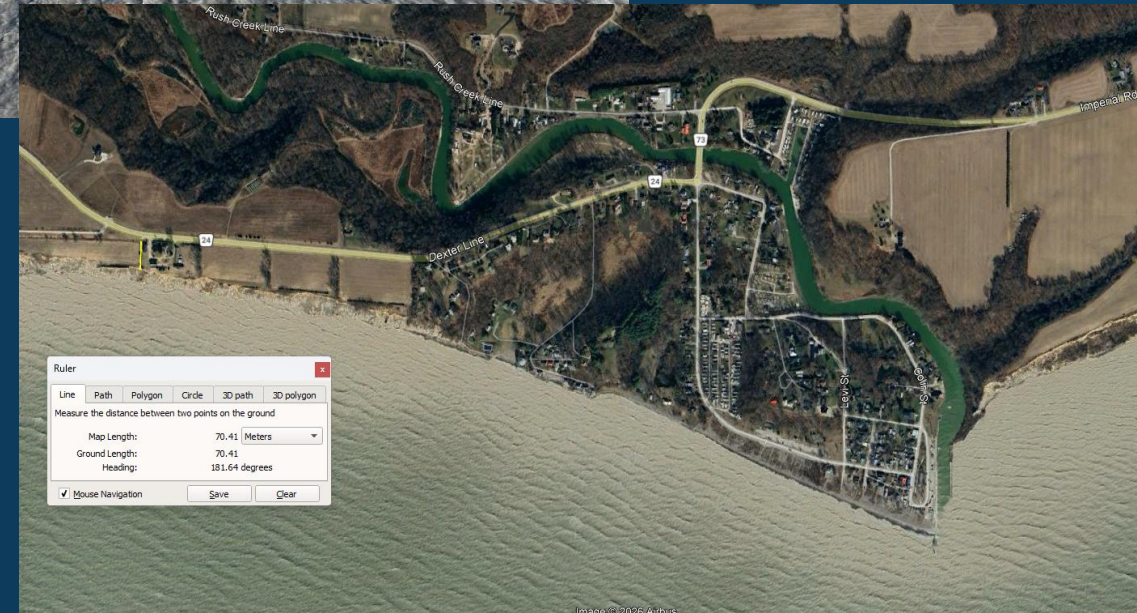
# Sediment Bypassing Strategy for Port Stanley

- Sedimentation and Sediment Bypassing Strategy
- Bypass any new accretion in the west fillet beach, over to Little Beach, to minimize sedimentation channels and reduce bluff erosion
- Open to other ideas



# Alternative Futures Analysis for Port Bruce

- Problems need alternatives:
  - Sedimentation in the navigation channel and access to Lake Erie
  - Sedimentation in Catfish Creek and flood risk/ice
  - Flanking erosion of the bluffs adjacent to the east jetty
  - Erosion of Dexter Line into the Village



# Port Burwell Sediment Management and Bypassing Strategy

- Needs partners ...
- Geodiversity Research Centre
- Navigation Channel Maintenance Strategy (maintain safe depths)
- Sediment bypassing options
- Review of Municipal Infrastructure, including wastewater plant
- Other utilities (land and lake)
- Beach Management Plan for east side
- Support Port Burwell Provincial Park management as requested



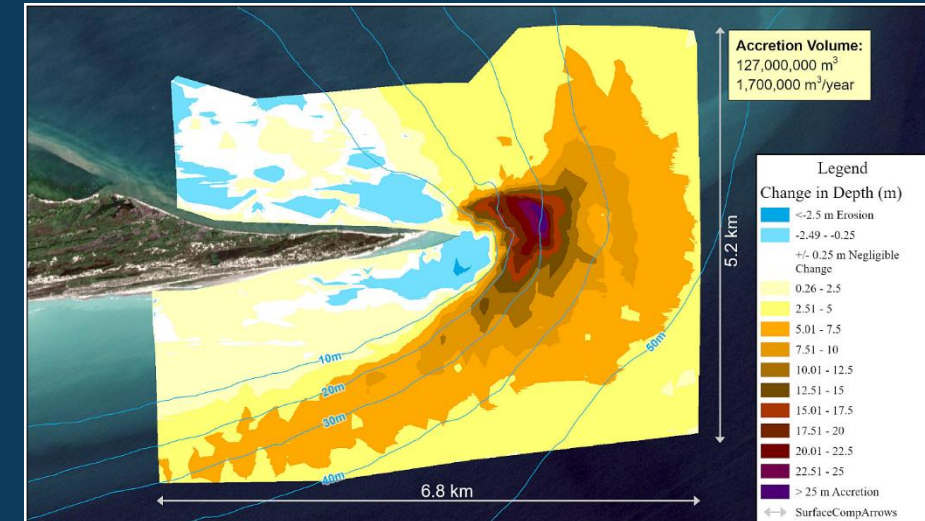
# Norfolk

- Assessment of erosion vulnerability (e.g., Cove Road, Hastings)
- With Partners: “Cove Road to Causeway Barrier Beach Restoration Strategy”
- Continue with foredune restoration and controlled access beach walkways
- With Partners: “Participate in beach nourishment feasibility study”



# Sand Mining and Beach Nourishment Projects

- Explore linkages with navigation channel sedimentation management and bypassing strategies
- Explore in-lake deposits, such as the shoal at the tip of the Long Point Sand Spit, transporting to Cove Road, and placement in the Proximal area as part of a sediment backpassing study





# Municipality of West Elgin

## Minutes

### Council Meeting

August 13, 2026, 4:00 p.m.

Rodney Recreation Centre

135 Queens Line

Rodney, ON

**Present:** Mayor Leatham  
Deputy Mayor Tellier  
Councillor Denning  
Councillor Statham  
Councillor Sousa

**Staff Present:** Terri Towstiuc, Manager of Community Services/Clerk  
Robin Greenall, Chief Administrative Officer  
Dave Charron, Manager of Infrastructure & Development  
Emma Nilsson, Manager of Corporate Services/Treasurer

**Also Present:** Christene Scrimgeour, Auditor

Council Meetings are temporarily held in-person at 135 Queen Street, Rodney, and the post-meeting recording available at [www.westelgin.net](http://www.westelgin.net), when available (pending no technical difficulties).

**1. Call to Order**

Mayor Leatham called the meeting to order at 4:00 pm.

**2. Adoption of Agenda**

**Resolution No. 2026- 214**

**Moved:** Deputy Mayor Tellier

**Seconded:** Councillor Sousa

That West Elgin Council hereby adopts the Regular Council Agenda for August 13, 2026, as presented.

**Carried**

**3. Disclosure of Pecuniary Interest and General Nature Thereof**

No disclosures

**4. Presentation of 2025 Financial Statements**

**Resolution No. 2026- 215**

**Moved:** Deputy Mayor Tellier

**Seconded:** Councillor Denning

That West Elgin Council hereby receive and approve the 2025 Draft Consolidated Financial Statements and the 2025 Draft Trust Funds, as presented by Christene Scrimgeour, Auditor.

**Carried**

**4.1 2025 Draft Consolidated Financial Statements**

**4.2 2025 Draft Trust Funds**

**5. Delegations**

**Resolution No. 2026- 216**

**Moved:** Deputy Mayor Tellier

**Seconded:** Councillor Statham

That West Elgin Council hereby move item 8.3.1, report from Chief Administrative Officer, titled "Permitted Use of an Alleyway in the Commercial Centre of Rodney" ahead for discussion while delegates are present.

**Carried**

**5.1 Tim Blain, Stinson Street Resident**

**5.2 Siskins Law Representing D. Geddes & K Montgomery**

**5.3 Kirby Law Representing Rodney Market**

**5.4 Chief Administrative Officer**

**5.4.1 Permitted Use of an Alleyway in the Commercial Centre of Rodney**

**Resolution No. 2026- 217**

**Moved:** Councillor Denning

**Seconded:** Councillor Statham

That West Elgin Council hereby receives the report from R. Greenall, CAO titled Permitted Use of an Alleyway in the Commercial Centre of Rodney. And;

That Council permits, for the next eighteen (18) months, the Municipal laneway may continue to be used as a loading zone, and

That Council directs staff to modify the schedule to the parking by-law as necessary and install “no stopping” signs and erect the following road signs:

- i. one metre north of the entrance to the northern-most driveway of 152 Moriah Street with an arrow pointing towards Moriah Street; and
- ii. on Moriah St. in front of residence at 152 Moriah Street;

And, that Council directs staff to submit a request to the County of Elgin to designate a portion of Furnival Road in front of the Rodney Market as a waiting zone (5 minutes parking only), and

That Council directs staff to waive applicable fees of the Municipality of West Elgin associated with any site plans/site plan amendments advanced by the Market or affiliate which would address the loading zone issue.

For (3): Mayor Leatham, Deputy Mayor Tellier, and Councillor Denning

Against (2): Councillor Statham, and Councillor Sousa

**Carried (3 to 2)**

## **6. Adoption of Minutes**

### **Resolution No. 2026- 218**

**Moved:** Councillor Sousa

**Seconded:** Councillor Statham

That West Elgin Council hereby adopt the Regular Meeting Minutes of July 16, 2026 and the Special Meeting Minutes of August 6, 2026, as presented.

**Carried**

## **7. Business Arising from Minutes**

None.

## **8. Staff Reports**

### **8.1 Infrastructure & Development**

#### **8.1.1 Old Town Hall Request for Proposals (RFP) Results**

##### **Resolution No. 2026- 219**

**Moved:** Deputy Mayor Tellier

**Seconded:** Councillor Denning

That West Elgin Council hereby receives the report from Dave Charron Manager of Infrastructure and Development;

AND THAT Council award Request for Proposal (RFP) No. 2026-02 – Rodney Old Town Hall Consulting Services – Design, Cost Estimating, Including Provisional Tendering and Construction Administration to A+LiNK Architecture Inc in the amount of \$194,120 (excluding HST);

AND THAT the Mayor and Clerk be authorized to execute the necessary agreement and associated documents.

**Carried**

### **8.2 Community Services & Clerks**

#### **8.2.1 Miller Park Ball Diamond Fencing**

##### **Resolution No. 2026- 220**

**Moved:** Councillor Sousa

**Seconded:** Councillor Statham

That West Elgin Council hereby receives the *Miller Park Baseball Diamond Fencing* report from T. Towstiuc, Manager of Community Services/Clerk; And

That Council directs staff to award the contract for the supply and installation of fencing at the Miller Park Ball Diamond to Chainlink Construction in the amount of \$18,500.00, plus applicable HST, for a maximum project cost of \$30,000, inclusive of contingency and applicable taxes, funded through the approved 2026 Capital Budget.

**Carried**

### **8.2.2 Arena Floor Repairs**

#### **Resolution No. 2026- 221**

**Moved:** Councillor Sousa

**Seconded:** Councillor Statham

That West Elgin Council hereby receives the *Arena Floor Repairs* report from T. Towstiuc, Manager of Community Services/Clerk; And

That Council approve the quote from Athletica Sport Systems Inc. in the amount of \$13,240.00 plus HST for the supply of rubber flooring for the Bo Horvat Community Centre; And

Further That Council approve the quote from Machado's General Contracting in the amount of \$6,400.00 plus HST to complete concrete repairs at all four corners of the arena floor to address gaps created by the radius changes associated with the new dasher board installation; And

Further That Council authorize staff to reallocate the \$20,000 approved in the 2026 Municipal Budget for Zamboni repairs toward the arena flooring and concrete corner repair projects, as the timing of the 2026 arena season did not permit the Zamboni to be sent away for the planned summer repairs.

**Carried**

### **8.2.3 Review of Public Notice Policy**

#### **Resolution No. 2026- 222**

**Moved:** Deputy Mayor Tellier

**Seconded:** Councillor Denning

That West Elgin Council hereby receives the *Review of Public Notice By-law 2007-113 Following the Closure of the West Elgin Chronicle* report from T. Towstiuc, Manager of Community Services/Clerk; And

That Council direct staff to prepare an a "Public Notice By-law", to be brought back at the next regular meeting of Council, to repeal Public Notice By-law 2007-113, replacing the West Elgin Chronicle with the London Free Press as the Municipality's designated newspaper for statutory public notices where publication in a newspaper is required by legislation; and

Further that Council reaffirm the Municipal Website as the Municipality's primary communication platform for non-statutory public notices, news releases, public information, with social media used to direct residents to official notices.

**Carried**

**8.2.4 2026 Municipal Election, Appointment of Members, Joint Compliance Audit Committee**

**Resolution No. 2026- 223**

**Moved:** Councillor Statham

**Seconded:** Deputy Mayor Tellier

That West Elgin Council hereby receives the *2026 Municipal Election – Appointment of Elgin Election Joint Compliance Audit Committee Members* report from Terri Towstiuć, Manager of Community Services/Clerk; And

That Council endorses the appointment of Christene Scrimgeour, Andrew Wright, Marty Gobin, Ophelia Chang, and Chantel Therrien to sit on the Elgin Election Joint Compliance Audit Committee for 2026-2030; and

That a by-law be adopted confirming these appointments.

**Carried**

**8.2.5 Rodney Park and Miller Park, Master Plan Consultation Proposals**

**Resolution No. 2026- 224**

**Moved:** Deputy Mayor Tellier

**Seconded:** Councillor Sousa

That West Elgin Council That Council receive the report entitled "*Rodney Park and Miller Park, Master Plan Consultation Proposals*"; and

That Council approve the proposal submitted by McQueen Galloway Associates (MGA), in partnership with GSP Group, for the completion of the Rodney Park and Miller Park Master Plans; And

That Council approve Option A, consisting of MGA's community engagement and planning services at \$6,000 plus HST and GSP

Group's Design Development and Construction Documents budget of \$13,999 plus HST, for a combined amount of \$19,999 plus HST; and

That Council direct staff to incorporate the additional funds required to proceed with Option B, into the 2027 Municipal Budget proposal; And

That staff be authorized to work with MGA and GSP Group to finalize the project scope, schedule and deliverables, with the project proceeding first through community and stakeholder consultation before final concept design decisions are confirmed.

**Carried**

**9. Board or Committee of Council Reports or Updates**

No updates.

**10. Notice of Motion**

None presented.

**11. Council Inquires/Announcements**

Council obtained an update regarding the delayed status of the Port Glasgow Trailer Park washroom, due to delays receiving supplies.

**12. Correspondence**

**Resolution No. 2026- 225**

**Moved:** Deputy Mayor Tellier

**Seconded:** Councillor Denning

That West Elgin Council hereby receive and file all correspondence, not otherwise dealt with.

**Carried**

**12.1 County of Elgin**

**12.1.1 Notice of No Appeals, E 43-26**

**12.1.2 County Council Minutes, June 23, 2026**

**12.1.3 June 23, Committee of the Whole Minutes**

**12.1.4 July 14, County Council Highlights**

**12.2 Municipal Energy Plan Program Review - Invitation to Provide Feedback**

**12.3 Elgin ATV Club Tourism Report**

Council commended the Elgin ATV Club on their efforts to bring tourism to West Elgin.

**12.4 Township of Tudor and Cashel Resolution Re: Single Use Propane Cylinder**

**12.5 WLERCA Project Executive Appointment and Guiding Principles**

**12.6 Ontario Provincial Conservation Agency Transition Committee members**

**12.7 New Regulations MEA Requirements**

**12.8 IPC 2025 Annual Report**

**13. Items Requiring Council Consideration**

**13.1 A Cammaert Re: Follow-up to public delegations and submissions  
Resolution No. 2026- 226**

**Moved:** Councillor Statham

**Seconded:** Councillor Sousa

That West Elgin Council receive the submission from Angela Cammaert;  
And

That Administration report back on current processes for receiving, tracking, responding to and reporting on substantive public delegations and submissions that raise governance, financial, operation, compliance or accountability concerns; And

Identify any gaps in the current process and provide recommendations to improve transparency, Council oversight, documentation and public communication.

For (2): Councillor Statham, and Councillor Sousa

Against (3): Mayor Leatham, Deputy Mayor Tellier, and Councillor Denning

**Loss (2 to 3)**

**13.2 Letter of Support Request, Tiny Tots**

**Resolution No. 2026- 227**

**Moved:** Councillor Statham

**Seconded:** Councillor Denning

That West Elgin Council direct staff to prepare a letter of support for Tiny Tots Co-operative Nursery School Inc., supporting their application to administer and deliver EarlyON Child and Family Centre programs and services in Western and Eastern Elgin County.

**Carried**

#### **14. By-laws**

##### **14.1 2026-48, Appoint Members to Joint Compliance Audit Committee**

**Resolution No. 2026- 228**

**Moved:** Deputy Mayor Tellier

**Seconded:** Councillor Sousa

That By-law 2026-48, Being a By-law to appoint members to the Elgin Election Joint Compliance Audit Committee for the 2026 Municipal Election, be read a first, second, and third and final time.

**Carried**

##### **14.2 2026-49, Dunborough Road Drain Debenture**

**Resolution No. 2026- 229**

**Moved:** Councillor Statham

**Seconded:** Deputy Mayor Tellier

That By-law 2026-49, being a By-law to Authorize the issue of Debentures in the principal amount of \$28,419.33 for the construction of 2025 Dunborough Road Drain Construction, be read a first, second, third and final time.

**Carried**

#### **15. Closed Session**

**Resolution No. 2026- 230**

**Moved:** Deputy Mayor Tellier

**Seconded:** Councillor Statham

That the Council of the Municipality of West Elgin hereby proceeds into Closed Session at 6:05pm, to discuss matters pursuant to the *Municipal Act*, Section 239 (2)(c), being pending land disposition (Munroe Street, West Lorne); And Section

239(2)(b), being identifiable individuals (Volunteer Recognition Awards selection); And Section 239(2)(k) being contract negotiations (Port Glasgow Trailer Park Winter Contract).

**Carried**

**16. Report from Closed Session**

Reporting from Closed Session at 6:49 pm.

That West Elgin Council received three (3) items pursuant to Section 239(2) of the Municipal Act. Council provided administrative direction regarding the volunteer recognition event and received the following recommendations for in consideration, in Open Session:

**Resolution No. 2026- 231**

**Moved:** Deputy Mayor Tellier

**Seconded:** Councillor Statham

That the West Elgin Council receives the Port Glasgow Trailer Park Winter Contract report from R. Greenall, CAO, and;

That Council directs staff to proceed with the delivery of the Port Glasgow Trailer Park Winter Contract to interested park occupants, as drafted.

**Carried**

**Resolution No. 2026- 232**

**Moved:** Councillor Sousa

**Seconded:** Deputy Mayor Tellier

That West Elgin Council receives the report Declaration of Surplus Land- Munroe Street West Lorne from R. Greenall, CAO, and;

That Council declares the subject property legally described as Being Part of Lots 17 & 18 Concession 8 Aldborough Designated as Parts 3,6, & 9 on 11R-9329, Except Parts 2 & 3 on 11R-10916 the Municipality of West Elgin, County of Elgin. PIN 35113-0831, surplus to its needs, and;

That Council directs staff to proceed with the disposition process to sell the land.

**Carried**

**17. Confirming By-Law**

**Resolution No. 2026- 233**

**Moved:** Councillor Statham

**Seconded:** Deputy Mayor Tellier

That By-law 2026-51 being a By-law to confirm the proceeding of the Regular Meeting of Council held on August 13, 2026, be read a first, second and third and final time.

**Carried**

**18. Adjournment**

**Resolution No. 2026- 234**

**Moved:** Councillor Sousa

**Seconded:** Councillor Denning

That the Council of the Municipality of West Elgin hereby adjourn at 6:51pm, to meet again at 4:00pm, on Thursday, September 10, 2026 or at the call of the Chair.

**Carried**

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Richard Leatham, Mayor

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Terri Towstiuc, Clerk



**Ontario Clean Water Agency**  
**Agence Ontarienne Des Eaux**

# Rodney Water Pollution Control Plant Operations Report Second Quarter 2026

Ontario Clean Water Agency, Southwest Region  
Joe Daly, Senior Operations Manager  
Date: August 5, 2026

**Facility Information:**

|                 |                                                             |
|-----------------|-------------------------------------------------------------|
| Facility Name:  | Rodney Water Pollution Control Plant (WPCP)                 |
| Facility Type:  | Municipal                                                   |
| Classification: | Class 2 Wastewater Collection, Class 2 Wastewater Treatment |

**Operational Description:**

The collection system consists of sewers and one sewage pumping station. The main elements of the treatment facility include an extended aeration process designed for combined carbon removal and nitrification, secondary clarification, sand filtration, and UV disinfection. Effluent is discharged to Sixteen Mile Creek. The waste activated sludge is discharged to an onsite lagoon for storage. Dual-point chemical addition aluminum sulfate is used for phosphorus removal, and sodium hydroxide is added for alkalinity control.

**Service Information**

|                |                   |
|----------------|-------------------|
| Areas: Served: | Village of Rodney |
|----------------|-------------------|

**Design Capacity:**

|                                |                                                       |
|--------------------------------|-------------------------------------------------------|
| Total Design Capacity:         | 590 m <sup>3</sup> /day; 215,350 m <sup>3</sup> /year |
| Total Annual Flow (2026 Data): | 65,971.11 m <sup>3</sup>                              |
| Average Day Flow (2026 Data):  | 362.48 m <sup>3</sup> /day                            |
| Maximum Day Flow (2026 Data):  | 699.1 m <sup>3</sup> /day                             |

**Treatment Process Features:**

|                                 |                                     |
|---------------------------------|-------------------------------------|
| Effluent Receiver:              | Sixteen Mile Creek to Lake Erie     |
| Major Process:                  | Extended Aeration                   |
| Phosphorus Removal:             | Continuous, Use of Aluminum Sulfate |
| Additional Treatment:           | Effluent Filtration                 |
| Discharge Mode:                 | Continuous Discharge                |
| Effluent Disinfection Practice: | UV Disinfection                     |
| Sludge Stabilization:           | Lagoon Storage                      |

**Contacts:**

|                               |                                |
|-------------------------------|--------------------------------|
| Regional Manager:             | Sam Smith (226) 377-1540       |
| Senior Operations Manager:    | Joe Daly (226) 376-7957        |
| Business Development Manager: | Robin Trepanier (519) 791-2922 |

## **SECTION 1: COMPLIANCE SUMMARY**

Compliance of the system is evaluated against the Environmental Compliance Approval (ECA). The operations of the Rodney Water Pollution Control Plant (WPCP) are in accordance with Environmental Compliance Approval # 1177-DJDLFK, which covers the entire plant. An Environmental Compliance Approval (ECA) is a permission that allows businesses to operate their facility or site with environmental controls that protect human health and the natural environment. In accordance with the Ontario Water Resource Act Section 53, no person shall use, operate, establish, alter, extend or replace new or existing sewage works except under and in accordance with an environmental compliance approval.

### **FIRST QUARTER:**

There was one non-compliance reported in the first quarter of 2026. The ECA effluent limit for E. coli concentration is 200 CFU/100mL expressed as a monthly geometric mean. In March 2026, the geometric mean for E. coli was 559 mpn/100mL (equivalent to cfu/100mL). E. coli concentrations were high in March due to heavy rain events that resulted in the plant being outside of normal operating conditions for several days and requiring additional samples, as per the ECA. E. coli concentrations in the additional samples were high despite the UV system being on as high flows overloaded the sand filters. E. coli concentrations were back within expected ranges by the end of the month, and all appropriate notifications were made.

### **SECOND QUARTER:**

There was one non-compliance reported in the second quarter of 2026. In June 2026, the Total Ammonia Nitrogen monthly average concentration in the final effluent was 4.8 mg/L, exceeding the ECA limit of 3.0 mg/L. This exceedance was due to the aeration tanks having been drained, resulting in the loss of the established microbiological biomass. Prior to returning the plant to normal operation, the aeration tanks were re-seeded; however, nitrifying bacteria require time to establish sufficient populations. On June 24, the first final effluent sample was obtained and indicated that full nitrification was not yet occurring which led to elevated TAN concentrations. These concentrations returned to their normal range the following week; all appropriate notifications were made.

## **SECTION 2: INSPECTIONS**

### **FIRST QUARTER:**

There were no Ministry of Environment, Conservation and Parks (MECP) or Ministry of Labour (MOL) inspections conducted during the first quarter. However, on February 26, 2026, the MECP approved the diversion of raw sewage to the on-site storage lagoon for plant construction upgrades. The bypass/diversion of raw influent began on March 26, 2026. Approval was granted for a period of thirty (30) days.

### **SECOND QUARTER:**

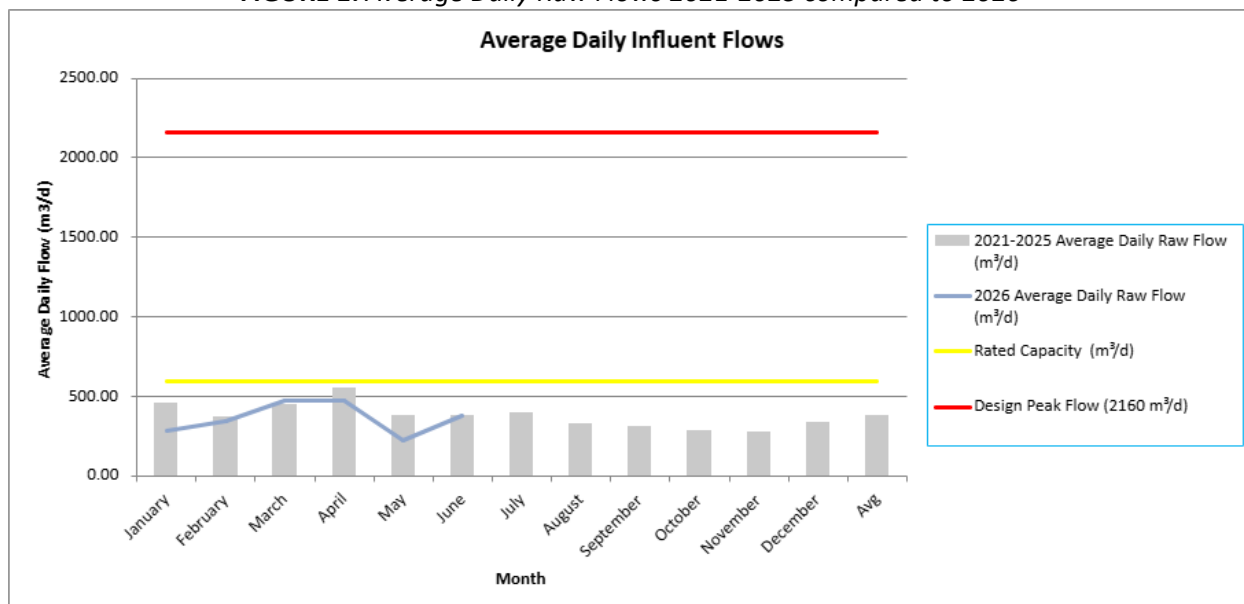
There were no MECP or MOL inspections in the second quarter. Multiple extensions on the MECP approved bypass/diversion of raw influent were granted to accommodate construction upgrades. The bypass/diversion ended on June 19, 2026. Another bypass/diversion is planned in July for clarification tank upgrades.

### SECTION 3: PERFORMANCE ASSESSMENT REPORT

#### INFLUENT FLOWS

During the first two quarters of 2026, the average daily raw influent flow was 362.5 m<sup>3</sup>/d. This is a 15% reduction compared to the average daily flow for the first two quarters from 2021-2025. The plant is currently at 61% of its rated capacity of 590 m<sup>3</sup>/d, as defined in the facilities Environmental Compliance Approval NUMBER 1177-DJDLFK. The rated capacity is calculated based on the definition of the ECA which is defined as the annual average daily influent flow for which the sewage treatment plant is designed to handle. Figure 1 outlines the average daily raw flows in 2021-2025 compared to those in 2026.

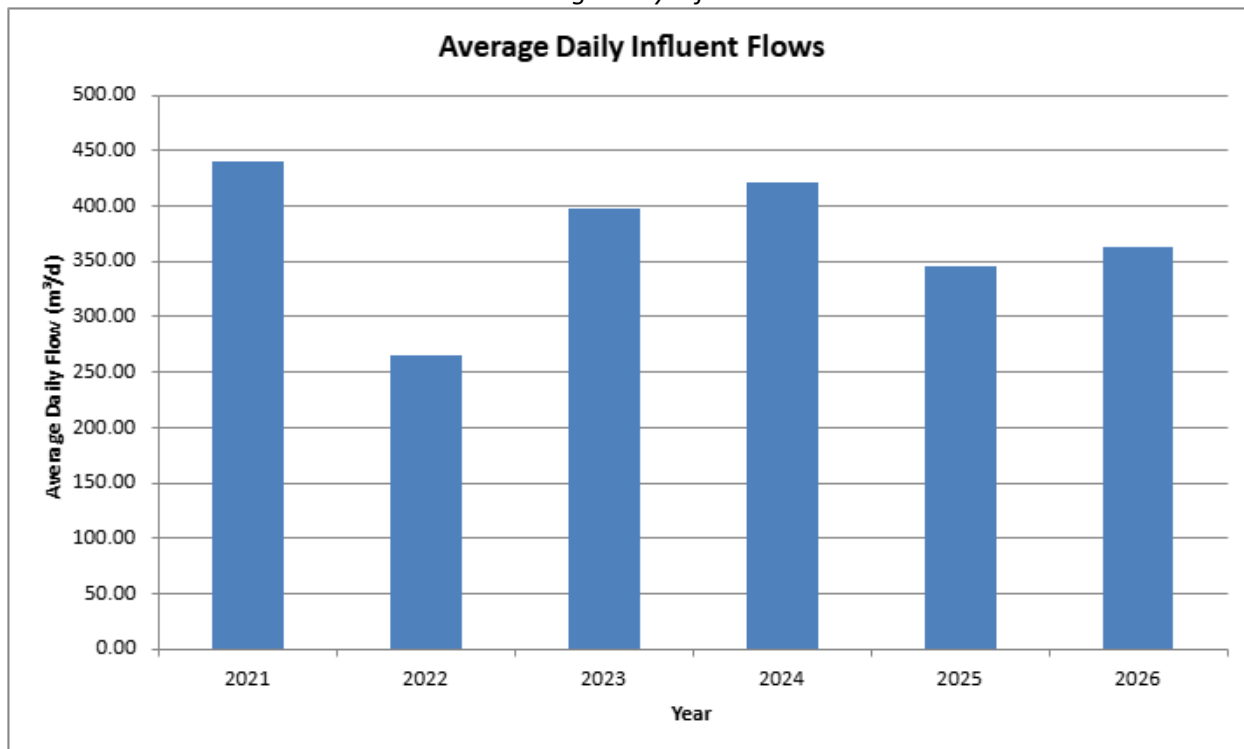
**FIGURE 1: Average Daily Raw Flows 2021-2025 compared to 2026**



Note: There is one flow meter at the Rodney WPCP. Effluent flow is measured in a flow measurement chamber containing a V-notch weir and an ultrasonic transducer located at the outlet of the final clarifier. This flow is also used to measure the incoming raw influent.

Figure 2 shows the annual average daily influent flows from 2021 to 2026. The annual average daily influent flow is calculated as per the ECA, which is defined as the cumulative total sewage flow of influent to the sewage treatment plant during a calendar year divided by the number of days during which sewage was flowing to the sewage plant that year. The average flow in 2026 is calculated only from flows in the first two quarters.

**FIGURE 2: Annual Average Daily Influent Flows 2021-2026**



#### **RAW INFLUENT**

Raw influent samples are taken on a weekly basis by a 24-hour composite sample following the ECA requirements. Samples are analyzed for Biochemical Oxygen Demand (BOD<sub>5</sub>), Total Suspended Solids (TSS), Total Phosphorus (TP), and Total Kjeldahl Nitrogen (TKN). There are no ECA objectives or limits for raw parameters. However, low sample results may indicate parameter concentrations are being diluted due to an issue with infiltration and inflow; high sample results may indicate non-routine discharges into the collection system or solids scouring during high flow events.

Figure 3 shows the average monthly raw influent BOD<sub>5</sub> concentrations from 2021-2025 compared to the 2026 monthly average concentrations. The average monthly BOD<sub>5</sub> concentration to date in 2026 is 142 mg/L. BOD<sub>5</sub> concentrations were unusually high in January 2026; however, this did not result in any effluent limit exceedances for Carbonaceous Biochemical Oxygen Demand (CBOD<sub>5</sub>).

**FIGURE 3: Monthly Average BOD<sub>5</sub> Concentrations 2021-2025 compared to 2026**

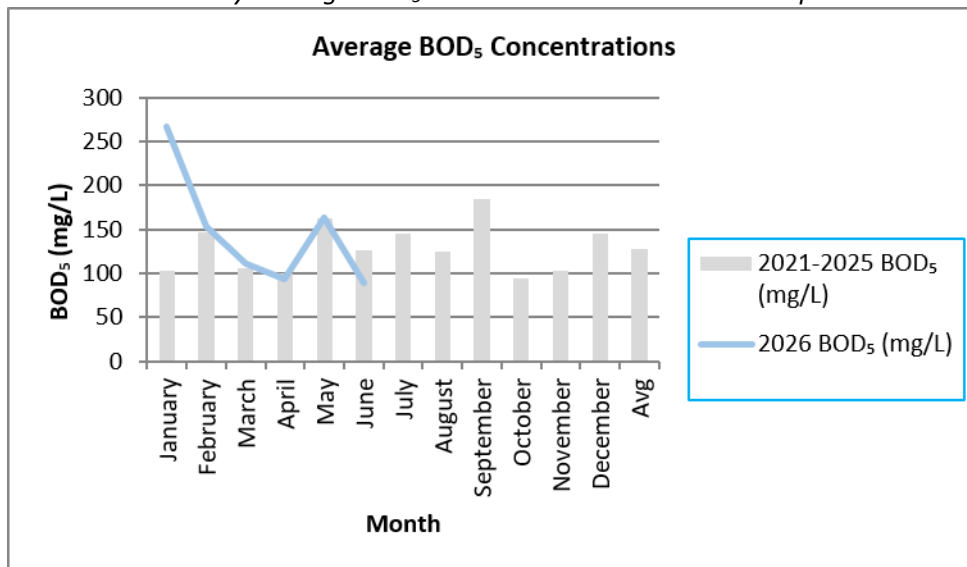


Figure 4 shows the average monthly raw influent TSS concentrations from 2021-2025 compared to the 2026 monthly average concentrations. The average monthly TSS concentration to date in 2026 is 186 mg/L. TSS concentrations were unusually high in January and May 2026; however, this did not result in any effluent limit exceedances for TSS.

**FIGURE 4: Monthly Average TSS Concentrations 2021-2025 compared to 2026**

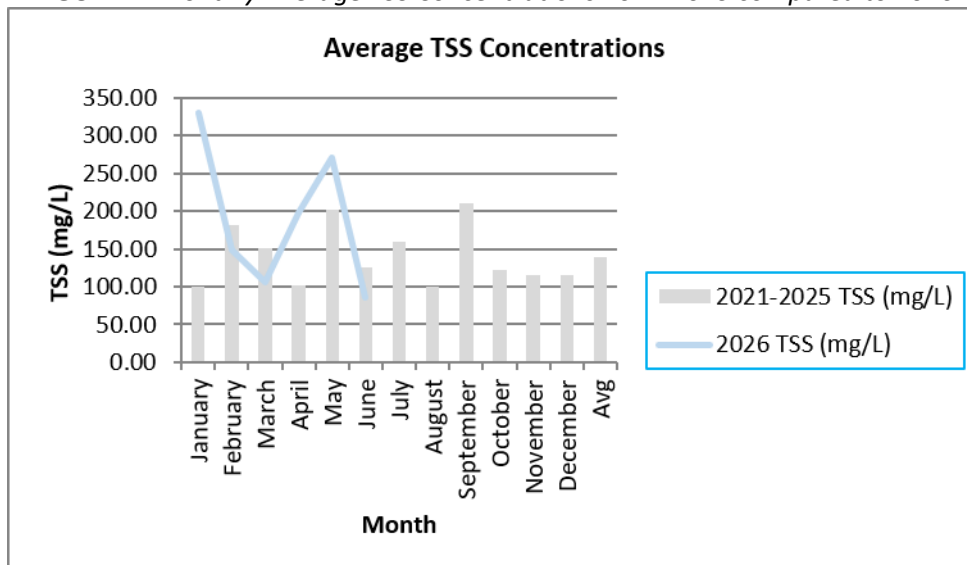


Figure 5 shows the average monthly raw influent TP concentrations from 2021-2025 compared to the 2026 monthly average concentrations. The average monthly TP concentration to date in 2026 is 4.1 mg/L. Concentrations of TP were higher in the first four months of 2026 compared to the average monthly concentrations from 2021 to 2025. However, this did not impact the plant's ability to meet the final effluent concentration limit for TP.

**FIGURE 5: Monthly Average TP Concentrations 2021-2025 compared to 2026**

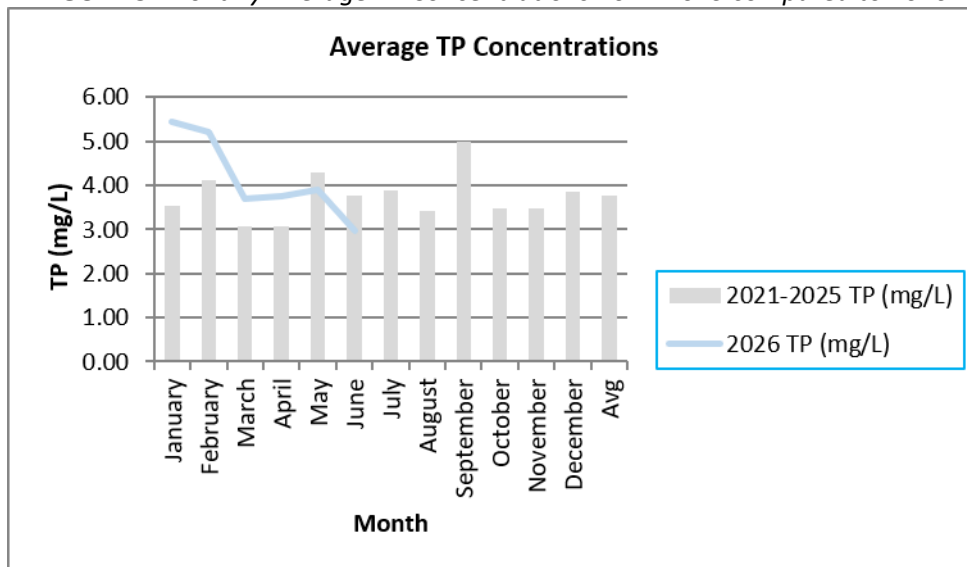
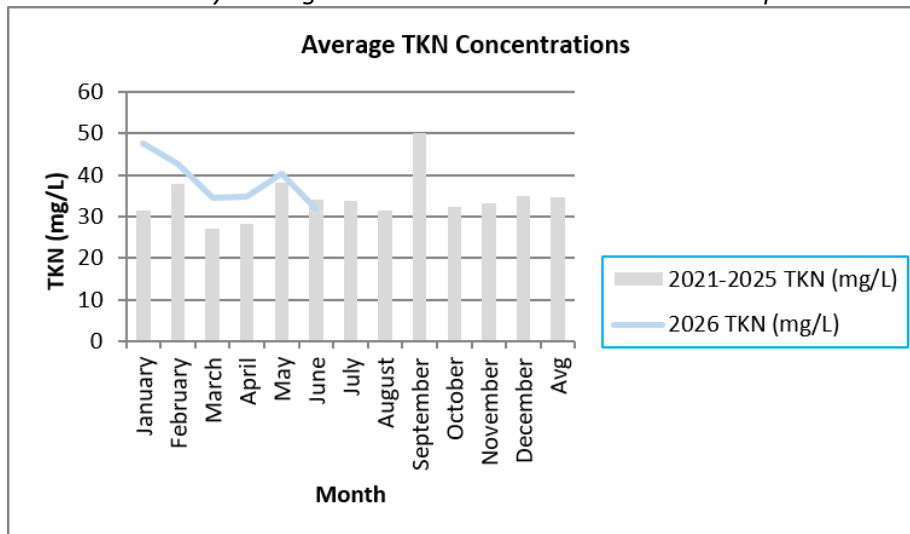


Figure 6 shows the average monthly raw influent TKN concentrations from 2021-2025 compared to the 2026 monthly average concentrations. The average monthly TKN concentration to date in 2026 is 38.2 mg/L. Concentrations of TKN were higher in the first two quarters compared to the average monthly concentrations from 2021 to 2025. However, this did not impact the plant's ability to meet the final effluent concentration limit for Total Ammonia Nitrogen (TAN); the exceedance of TAN in June (see compliance summary) was related to having taken the aeration tanks offline for construction upgrades.

**FIGURE 6: Monthly Average TKN Concentrations 2021-2025 compared to 2026**



## **EFFLUENT FLOWS**

There is one flow meter at the Rodney WPCP. Flow is measured in a flow measurement chamber containing a V-notch weir and an ultrasonic transducer located at the outlet of the final clarifier. This flow is used to measure the incoming raw influent. Raw influent flow is assumed to be the same as effluent flow. During the bypass/diversion of raw influent to the storage lagoons, raw flow was measured using pump hours and/or lagoon levels. Refer to Figures 1 & 2 for influent flow summaries.

## **EFFLUENT**

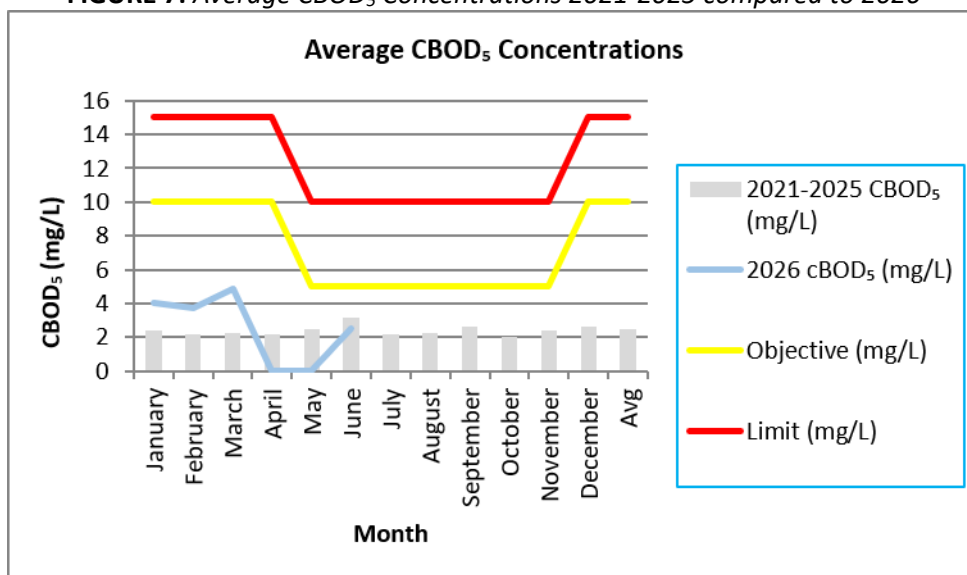
The effluent is sampled on a weekly basis by a 24-hour composite sample following the requirements of the ECA. Effluent is sampled for Carbonaceous Biochemical Oxygen Demand (CBOD<sub>5</sub>), Total Suspended Solids (TSS), Total Phosphorus (TP), Total Ammonia Nitrogen (TAN), Total Kjeldahl Nitrogen (TKN), Nitrate (NO<sub>3</sub>), Nitrite (NO<sub>2</sub>), Unionized Ammonia, Alkalinity, E. coli, pH, and dissolved oxygen. Effluent quality objectives and limits are defined in the ECA and are specific to the Rodney WPCP.

Design objectives are imposed to establish non-enforceable effluent target concentrations to be used as a mechanism to trigger corrective action proactively and voluntarily before environmental impairments occur. Compliance limits, which are enforceable, are imposed to ensure that the final effluent discharged from the treatment system into the environment meets MECP effluent quality requirements. For the quarterly report, only effluent parameters that have ECA objectives and limits assigned to them are reported on. The remaining parameters are discussed in the annual report.

Carbonaceous Biochemical Oxygen Demand (CBOD<sub>5</sub>) is a common indicator of wastewater strength and is used to assess the effectiveness of wastewater treatment processes that specifically remove carbon-based organic pollutants. The Rodney WPCP strives to meet a 15 mg/L or less CBOD<sub>5</sub> concentration in freezing months and a 10 mg/L concentration in non-freezing months. To achieve this, operations staff monitor the dissolved oxygen concentrations and mixed liquor suspended solids in the biological treatment process.

To date in 2026, the average effluent CBOD<sub>5</sub> concentration is 4.2 mg/L, meeting ECA objectives and limits. This is a 72% increase compared to the average CBOD<sub>5</sub> concentrations for the same period from 2021-2025 (Figure 7). The increase in CBOD<sub>5</sub> observed in the first two quarters is likely due to an increase in raw BOD<sub>5</sub> loading in January and heavy rain events in March that carried additional organic matter into the system. Note that there are no concentration results for April or May due to raw influent being diverted to the storage lagoon for construction upgrades.

**FIGURE 7: Average CBOD<sub>5</sub> Concentrations 2021-2025 compared to 2026**

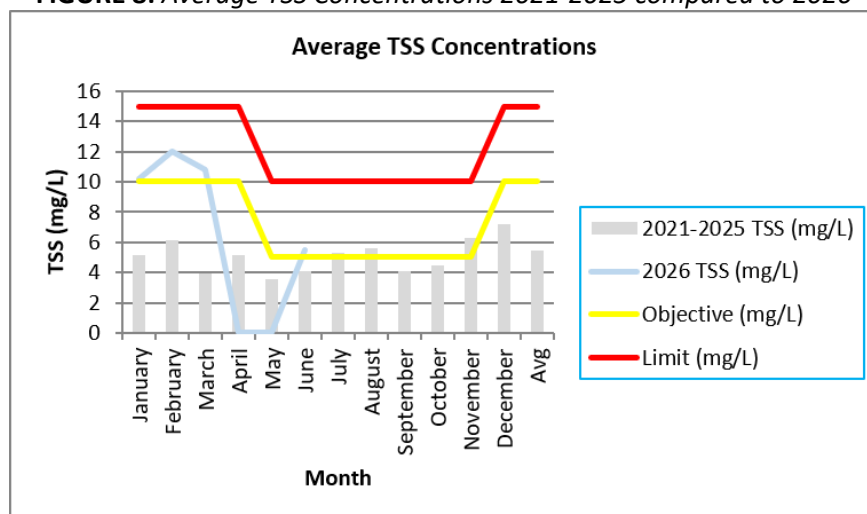


Total Suspended Solids (TSS) are particles larger than 2 microns, such as algae, silt, and decaying organic matter, that are suspended in wastewater. The Rodney WPCP strives to meet a 15 mg/L or less TSS concentration in freezing months and a 10 mg/L concentration in non-freezing months. To achieve this, operations staff monitor the alum dosage, mixed liquor suspended solids, and wasting rates in the biological treatment process.

To date in 2026, the average effluent TSS concentration is 10.4 mg/L, which is a 122% increase compared to the average concentration for the same period from 2021-2025 (refer to Figure 8). Effluent limits identified in the ECA were met for the first two quarters; however, the ECA objective was not met in February, March or June. In February, the rake on the bar screen was removed in preparation for construction upgrades, reducing the effectiveness of preliminary screening. In March, heavy rain events caused the plant to operate outside of normal conditions for several days. These factors allowed additional solids to pass through the headworks and reach the sand filters, resulting in increased solids loading. Consequently, TSS removal became less efficient and more difficult to maintain. In June, raw influent began to be re-directed back through the plant after having been previously diverted to the storage lagoon for construction upgrades. TSS was higher than normal because the newly re-seeded biomass had not yet developed stable, well-settling flocs, resulting in suspended solids carryover.

Note that there are no concentration results for April or May due to raw influent being diverted to the storage lagoon for construction upgrades.

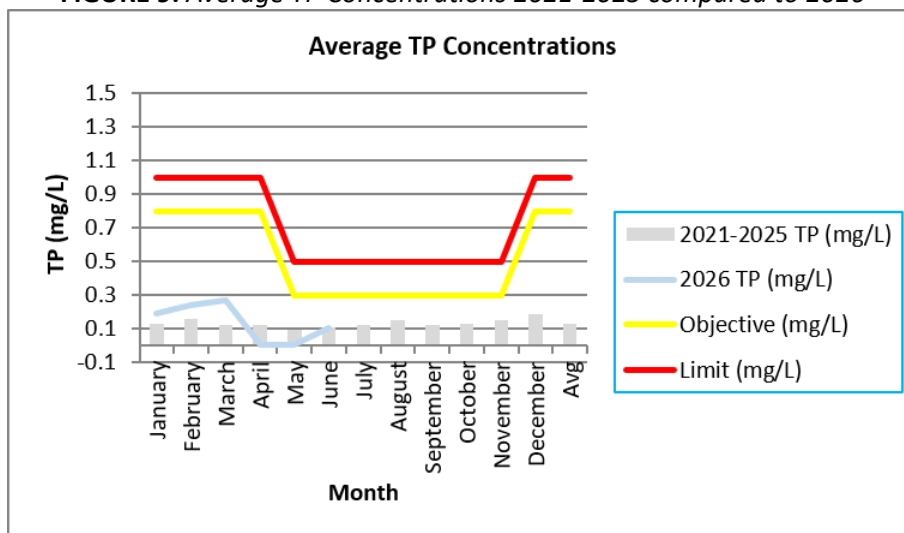
**FIGURE 8: Average TSS Concentrations 2021-2025 compared to 2026**



Total phosphorus (TP) is a measure of all forms of phosphorus in wastewater, including dissolved and particulate phosphorus, which can contribute to excessive algae growth in receiving streams. To control this, aluminum sulfate is added as a chemical treatment. It binds with phosphorus to form solid particles, which then settle and are removed along with sludge during treatment. The Rodney WPCP strives to meet a 1.0 mg/L TP or less concentration in the freezing months and 0.5 mg/L or less in non-freezing months.

To date in 2026, the average effluent TP concentration was 0.23 mg/L, which is a 90% increase compared to the average concentration for the same period from 2021-2025 (refer to Figure 9). This increase is likely due to higher phosphorus loading in the first quarter and heavy rain events in March that brought additional phosphorus-rich material into the system. Despite the increase, both the ECA objectives and limits were met. Note that there are no concentration results for April or May due to raw influent being diverted to the storage lagoon for construction upgrades.

**FIGURE 9: Average TP Concentrations 2021-2025 compared to 2026**



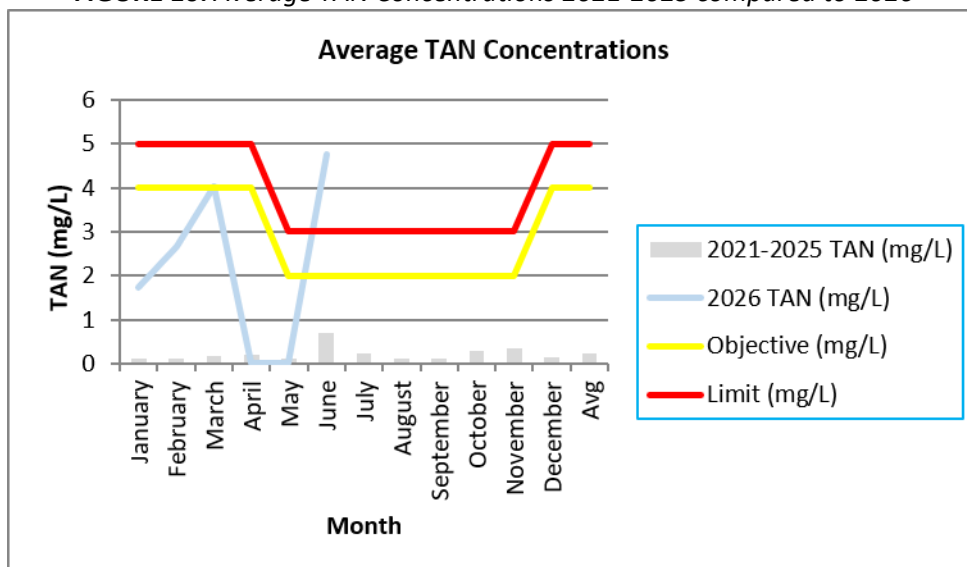
Total Ammonia Nitrogen (TAN) represents the combined concentration of ammonia ( $\text{NH}_3$ ) and ammonium ( $\text{NH}_4^+$ ) in wastewater. Ammonia is released as organic matter breaks down and, at elevated levels, can be harmful to aquatic organisms in receiving streams. In the treatment process, nitrifying bacteria in the aeration tanks convert TAN into nitrate through biological nitrification. Adequate aeration, alkalinity and sufficient mixed liquor suspended solids support this conversion and help ensure ammonia is reduced before discharge.

The Rodney WPCP strives to meet a TAN concentration of 5.0 mg/L or less during freezing periods and 3.0 mg/L or less during non-freezing periods. To achieve this, operations staff monitor dissolved oxygen, alkalinity, pH, mixed liquor suspended solids, and waste activated sludge rates throughout the biological treatment process.

To date in 2026, the average effluent TAN concentration is 3.26 mg/L, a significant increase compared to the average TAN concentrations for the same period from 2021-2025 (Figure 10). In the first quarter, this increase was the result of elevated concentrations of ammonia loading in the raw influent in the first quarter and heavy rain events in March. Heavy rain events can reduce hydraulic retention time and limit contact between nitrifying bacteria and ammonia, thereby decreasing nitrification efficiency. Higher flows can also wash out biomass and lower the population of nitrifiers that are needed to convert ammonia to nitrate.

There are no concentration results in April or May due to raw influent being diverted to the sewage lagoon for construction upgrades. In June, 2026, the ECA limit was not met due to the aeration tanks having been drained and the subsequent loss of microbiological biomass. See compliance summary for details.

**FIGURE 10: Average TAN Concentrations 2021-2025 compared to 2026**

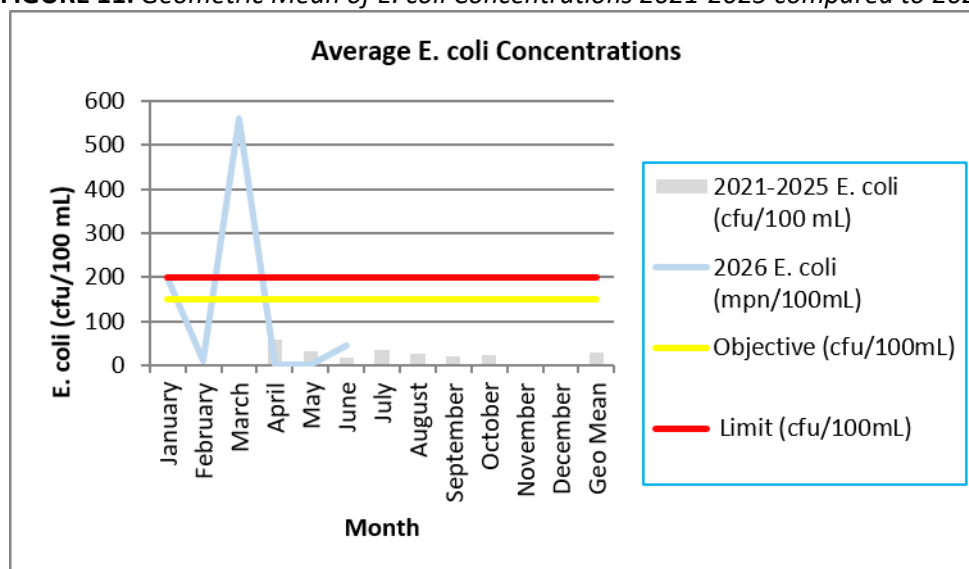


*E. coli* is used as an indicator of how well the disinfection process is working. Its presence in treated wastewater can suggest that the UV system is not fully reducing bacteria, or that contamination has occurred somewhere in the process. Operators routinely monitor *E. coli* results to confirm proper UV performance and to ensure the effluent is safe for release to the environment. If higher-than-normal results occur, staff investigate potential issues with the UV equipment or contamination in the plant. At the Rodney WPCP, the UV disinfection equipment must be operational between April 15 and October 15 inclusive. The Rodney WPCP strives to meet a monthly geometric mean of 150 cfu/100mL *E. coli* or less.

Typically, the Rodney WPC does not provide UV disinfection outside of the disinfection period. However, in January 2026, *E. coli* concentrations exceeded the ECA objective and, as a result, the UV disinfection system was brought back online. In March 2026, *E. coli* concentrations exceeded the ECA objective and limit (Figure 11). *E. coli* concentrations were high in March due to heavy rain events that resulted in the plant being outside of normal operating conditions for several days and requiring additional samples as per the ECA. *E. coli* concentrations in the additional samples were high due to high flows overloading the sand filters. *E. coli* concentrations have since returned to normal range and are meeting the ECA limit and objective.

Note that there are no concentration results for April or May due to raw influent being diverted to the storage lagoon for construction upgrades.

**FIGURE 11:** *Geometric Mean of E. coli Concentrations 2021-2025 compared to 2026*

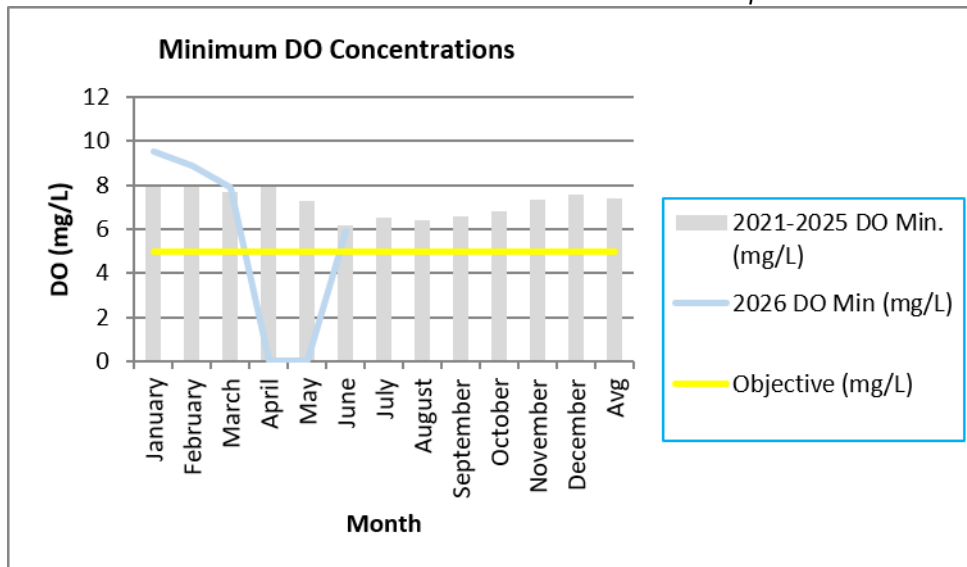


Dissolved oxygen (DO) in the effluent is measured on site in accordance with the ECA. The ECA identifies an objective minimum of 5 mg/L. DO concentrations have an inverse relationship with temperature: as temperature increases, DO decreases. DO is monitored at the treatment plant to ensure a minimum concentration is available to support aquatic life in the receiving stream. Adjustments are made to aeration equipment, as required.

To date in 2026, the lowest concentration of DO in the final effluent has been 5.92 mg/L. The ECA minimum objective of 5.0 mg/L is applied to each DO reading taken on the final effluent rather than a

monthly average. The minimum concentration objective for DO has thus been met to date in 2026 (Figure 12). Note that there is no value recorded in April or May due to raw influent being diverted to the storage lagoon for construction upgrades.

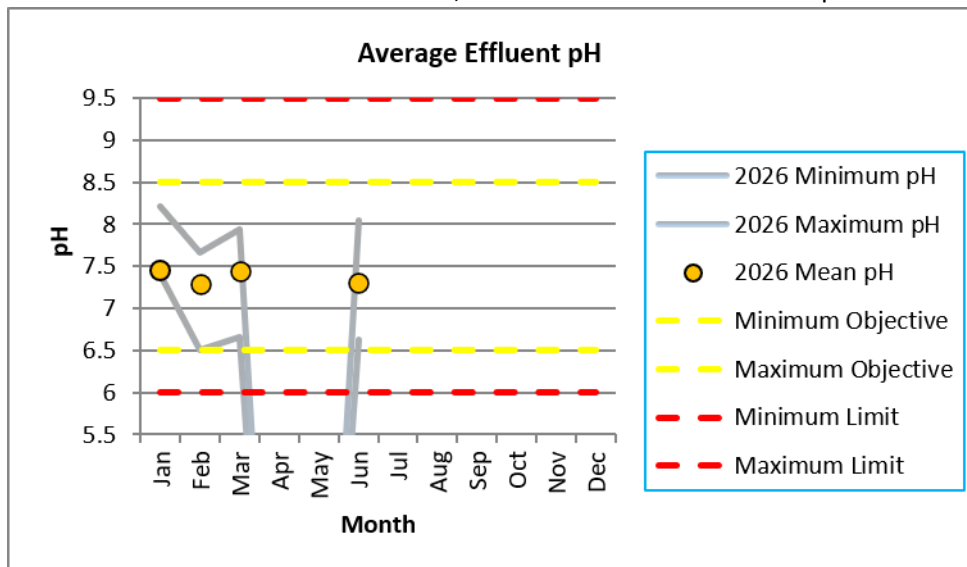
**FIGURE 12:** *Minimum DO Concentrations 2021-2025 compared to 2026*



pH is an important indicator of how suitable treatment conditions are for effective biological activity within the wastewater plant. Maintaining pH within the recommended range of 6.5 to 8.5 supports stable nitrification and helps prevent conditions that could damage equipment or disrupt the microorganisms responsible for treatment. Operators routinely monitor pH throughout the process, and if values fall outside the recommended range, they investigate potential causes such as influent contamination, excessive chemical addition, or reduced alkalinity. At the Rodney WPCP, the minimum and maximum pH objective is 6.5 to 8.5, and the minimum and maximum limits are 6.0 to 9.5, respectively.

In the first quarter of 2026, effluent pH ranged from 6.5 to 8.22 and thus met the ECA minimum and maximum objectives and limits (Figure 13). Note that there is no value recorded in April or May due to raw influent being diverted to the storage lagoon for construction upgrades.

**FIGURE 13: 2026 minimum, mean and maximum effluent pH**



## **SECTION 5: OCCUPATIONAL HEALTH & SAFETY**

### **FIRST & SECOND QUARTER**

There were no Health and Safety issues identified during the first two quarters.

## **SECTION 6: GENERAL MAINTENANCE**

### **FIRST QUARTER:**

#### **JANUARY:**

09: RVA, Birnam, West Elgin on site for facility upgrade meeting.

19: Chemtrade on site for alum delivery and new tank inspection.

#### **FEBRUARY:**

No maintenance to report.

#### **MARCH**

03: Birnam on site excavating ground near headworks; hit/broke filter reject line and repaired same day.

13: Birnam on site to assess mixers, got Mixer 3 running and in service.

26: Birnam on site, as per construction plan wwtp raw flow diverted to lagoon bypassing plant for work to be performed.

27: Birnam on site, requested RAS pumps shut down. Confirmed with ORO and shutdown RAS pump.

## **SECOND QUARTER**

### **APRIL:**

02: Kone Cranes on site for annual inspections

### **MAY:**

\*Birnham continuing planned upgrades throughout the month of May.

07: Gerber Electric on site to fix pump one hour meter at the pump station. Inspected motor faults on pump 2 while on site.

12: Nevro on site to remove pump station (Pump 2) for further inspection as there are no physical causes for faults.

14: Nevro on site for west RAS pump installation and electrical install of scum pump.

20: Hurricane Hydrovac on site to clean scum pit for inspection. Guide rails for pumps found to be rotted out and in need of replacement.

30: Gerber Electric was on site to inspect service line damaged in vehicular incident that caused damage to the pump station.

### **JUNE:**

01: Operator on site with Gerber Electric for emergency service to utility power line. Gerber Electric completed installation of new service line; Hydro One connected service. Hurricane Hydro on site to assist and pump out wet well.

04: Gencare on site to troubleshoot generator problems. Gencare concluded that a LED circuit board was faulty in the back of the generator. Repairs to be scheduled.

30: Chemtrade on site for alum delivery.

30: Nevro on site to wire in new RAS pump. Tested pump and inspected flow rate. Nevro preparing to remove and install second new RAS pump (east pump).

30: CF Industrial completed further inspections at Rodney PS generator.

## **SECTION 7: ALARMS**

### **FIRST QUARTER:**

#### **JANUARY:**

No alarms to report for this month.

#### **FEBRUARY:**

18: Operator on site after hours for multiple alarms due to power flicker. Reset all equipment and completed plant walkthrough.

#### **MARCH**

05: Operator on site after hours for multiple alarms due to power flicker. Reset all equipment and completed plant walkthrough.

30: Operator on site after hours for multiple alarms due to power flicker. Reset all equipment and completed plant walkthrough.

## **SECOND QUARTER**

### **APRIL:**

No alarms in the month of April.

### **MAY:**

- 16: On site to inspect pump station and facilities as there was a large power outage in West Elgin. Found the pump station generator was offline as Rodney only experienced a flicker or brief outage that caused an alarm. All operations normal.
- 30: Operator called for alarm and found power loss at pump station. Hydro One notified operations of hydro pole in front of pump station was severely damaged, and the service line to the property would need to be replaced. Ran pump station on emergency power following power failure contingencies for regular inspections of the generator and the pump station. Notified municipality of situation and coordinated emergency repairs with Gerber Electric.

### **JUNE:**

No alarms in the month of June.

## **SECTION 8: COMPLAINTS & CONCERNS**

### **FIRST & SECOND QUARTER**

There were no community complaints received in the first two quarters.



**Ontario Clean Water Agency**  
**Agence Ontarienne Des Eaux**

# West Lorne Wastewater Treatment Plant Operations Report Second Quarter 2026

Ontario Clean Water Agency, Southwest Region  
Joe Daly, Senior Operations Manager  
Date: August 5, 2026

### **FACILITY INFORMATION**

|                               |                                                             |
|-------------------------------|-------------------------------------------------------------|
| Name:                         | West Lorne Water Pollution Control Plant (WPCP)             |
| Hub Name:                     | Midwest Region – SWAT Cluster                               |
| Regional Hub Manager:         | Sam Smith (226) 377-1540                                    |
| Senior Operations Manager:    | Joe Daly (226) 376-7957                                     |
| Business Development Manager: | Robin Trepanier (519) 791-2922                              |
| Facility Type:                | Municipal                                                   |
| Classification:               | Class 2 Wastewater Collection, Class 2 Wastewater Treatment |

### **OPERATIONAL DESCRIPTION**

The village of West Lorne is served by an extended aeration Wastewater Treatment Plant, comprised of aeration, clarification, filtration, UV disinfection and sludge disposal. Also included is the collection system with one pumping station and a sanitary sewer system. The collection system consists of sewers and one submersible pumping station. Final effluent is re-aerated and discharged to the Zoller Drain and then Brocks Creek. Waste activated sludge is discharged to a lagoon for storage. Dual-point chemical addition aluminum sulfate is used for phosphorus removal. Sodium hydroxide may be added for alkalinity control.

### **SERVICE INFORMATION**

|               |                       |
|---------------|-----------------------|
| Areas Served: | Village of West Lorne |
|---------------|-----------------------|

### **DESIGN CAPACITY**

|                                 |                             |
|---------------------------------|-----------------------------|
| Total Design Capacity:          | 900 m <sup>3</sup> /day     |
| Total Annual Flow (2026 Data):  | 118 493.47 m <sup>3</sup>   |
| Average Daily Flow (2026 Data): | 654.66 m <sup>3</sup> /day  |
| Maximum Daily Flow (2026 Data): | 1772.03 m <sup>3</sup> /day |

### **TREATMENT PROCESS FEATURES**

|                                 |                                           |
|---------------------------------|-------------------------------------------|
| Effluent Receiver:              | Zoller Drain to Brocks Creek to Lake Erie |
| Major Process:                  | Extended aeration                         |
| Phosphorus Removal:             | Continuous, Alum addition                 |
| Additional Treatment:           | Effluent filtration                       |
| Discharge Mode:                 | Continuous discharge                      |
| Effluent Disinfection Practice: | UV Disinfection                           |
| Sludge Stabilization:           | Lagoon storage                            |

## **SECTION 1: COMPLIANCE SUMMARY**

Compliance of the system is evaluated against the Environmental Compliance Approval (ECA). The operations of the West Lorne WPCP are in accordance with Environmental Compliance Approval # 5873-B4RLEJ, which covers the entire plant. An Environmental Compliance Approval (ECA) is a permission that allows businesses to operate their facility or site with environmental controls that protect human health and the natural environment. In accordance with the *Ontario Water Resource Act*, Section 53, no person shall use, operate, establish, alter, extend or replace new or existing sewage works except under and in accordance with an Environmental Compliance Approval.

### **FIRST QUARTER:**

There was one non-compliance in March 2026, for exceeding the ECA monthly average loading limit of 9 kg/d for Total Suspended Solids (TSS). The average monthly loading concentration of TSS in March was 10.2 kg/d despite meeting the monthly average concentration limit. This was due to high flow conditions whereby the plant was outside of normal operating conditions for a period of eight days and higher TSS concentrations were obtained in the additional required samples. All appropriate notifications were made.

### **SECOND QUARTER:**

There were two non-compliances in the second quarter. In April 2026, the ECA monthly average concentration limit of 10 mg/L for Total Suspended Solids (TSS) was exceeded with a monthly average concentration of 11 mg/L. Spring rain events led to high storage lagoon levels which required lagoon contents to be decanted back to the plant for treatment. This, along with increased hydraulic loading on the sand filters, resulted in elevated TSS concentrations. All appropriate notifications were made.

The ECA limit for the monthly geometric mean concentration of *E. coli* is 200 CFU/100mL. In May 2026, the geometric mean for *E. coli* was 241 mpn/100mL, thereby exceeding the ECA limit. Several operational challenges contributed to the elevated *E. coli* concentrations including: algae buildup on the clarifiers; mechanical issues with the scum pump and the sand filter reject pump; and excess foam carry-over from the aeration tanks which overloaded the filters. Corrective actions were undertaken, including multiple cleanings of the UV bulbs and UV channel. With these measures, *E. coli* concentrations have since returned to normal operating ranges.

## **SECTION 2: INSPECTIONS**

There have been no Ministry of Environment, Conservation and Parks (MECP) or Ministry of Labour (MOL) inspections to date in 2026.

## **SECTION 3: PERFORMANCE ASSESSMENT REPORT**

### **INFLUENT FLOWS**

In the first two quarters of 2026, the average daily raw flow is 654.7 m<sup>3</sup>/d. This is a 5.9% increase compared to the average daily influent flow for the same period in 2021-2025. This increase is due to heavy spring rain events and the subsequent decanting of lagoon contents.

The plant is currently operating at 73% of its rated capacity of 900 m<sup>3</sup>/d, as defined in the facility's Environmental Compliance Approval NUMBER 5873-B4RLEJ. The rated capacity is calculated based on the definition of the ECA, which is defined as the annual average daily influent flow for which the

sewage treatment plant is designed to handle. The design peak flow is the maximum rate of wastewater flow that the preliminary treatment units are designed to handle. Figure 1 outlines the average daily raw flows in 2021-2025 compared to those in 2026.

**FIGURE 1: Average Daily Raw Flows 2021-2025 compared to 2026**

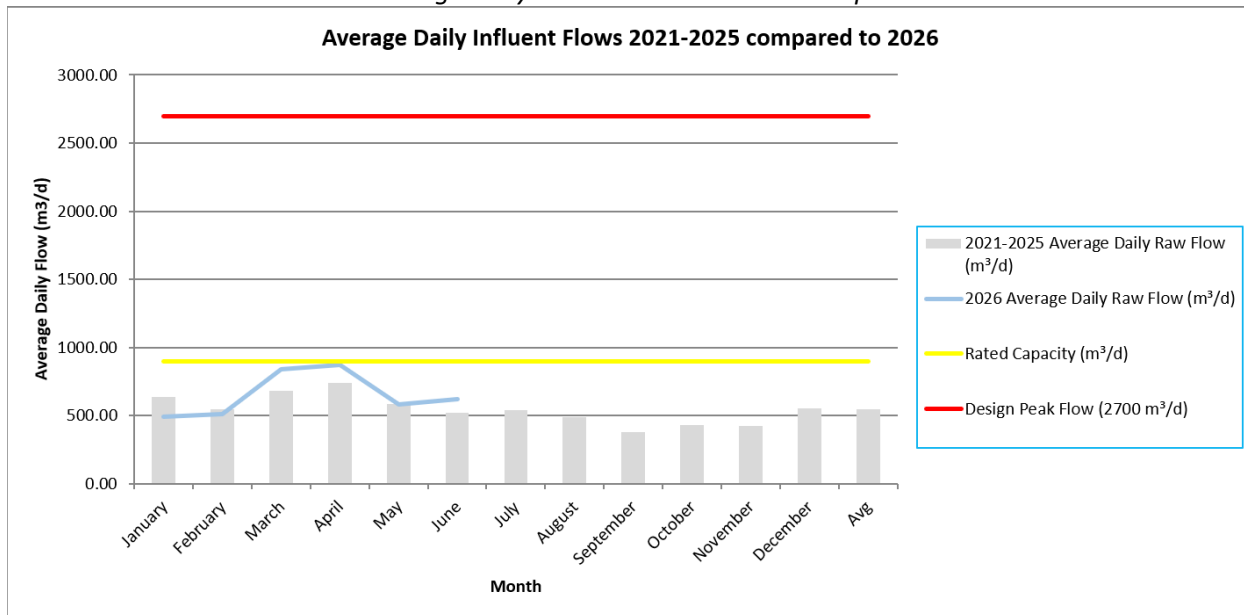
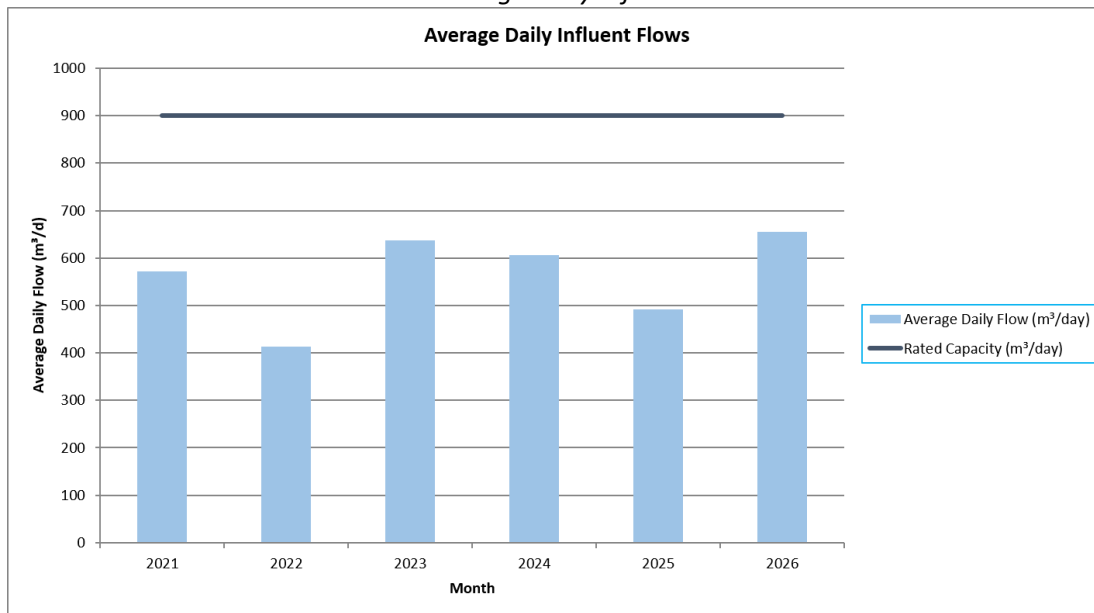


Figure 2 shows the annual average daily influent flows from 2021 to 2026. The annual average daily influent flow is calculated as per the ECA, which is defined as the cumulative total sewage flow of influent to the sewage treatment plant during a calendar year divided by the number of days during which sewage was flowing to the sewage plant that year. The average flow in 2026 is calculated only from flows in the first two quarters for this report.

**FIGURE 2: Annual Average Daily Influent Flows 2021-2026**



### **RAW INFLUENT**

Raw influent samples are taken on a biweekly basis following the ECA requirements. Samples are analyzed for Biochemical Oxygen Demand (BOD<sub>5</sub>), Total Suspended Solids (TSS), Total Phosphorus (TP), and Total Kjeldahl Nitrogen (TKN). There are no ECA objectives or limits for raw parameters. However, low sample results may indicate parameter concentrations are being diluted due to an issue with infiltration and inflow; high sample results may indicate non-routine discharges into the collection system or solids scouring during high flow events.

Figure 3 shows the average monthly raw influent BOD<sub>5</sub> concentrations from 2021-2025 compared to the 2026 monthly average concentrations. The average monthly BOD<sub>5</sub> concentration to date in 2026 is 122.9 mg/L. BOD<sub>5</sub> concentrations were higher than average in May, possibly due to decanting the lagoon contents. This did not result in final effluent exceedances for cBOD<sub>5</sub> in the final effluent.

**FIGURE 3:** *Monthly Average BOD<sub>5</sub> Concentrations 2021-2025 compared to 2026*

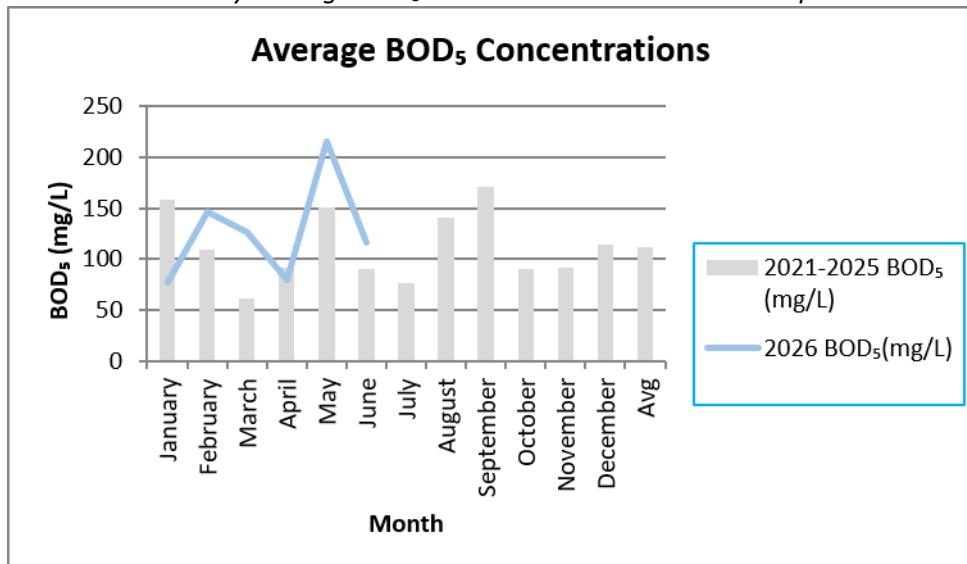


Figure 4 shows the average monthly raw influent TSS concentrations from 2021-2025 compared to the 2026 monthly average concentrations. The average monthly TSS concentration to date in 2026 is 344 mg/L. TSS concentrations were high in May, possibly due to decanting the lagoon storage contents, however this did not impact the plant's ability to meet the final effluent concentration limit for TSS in the month of May.

**FIGURE 4:** *Monthly Average TSS Concentrations 2021-2025 compared to 2026*

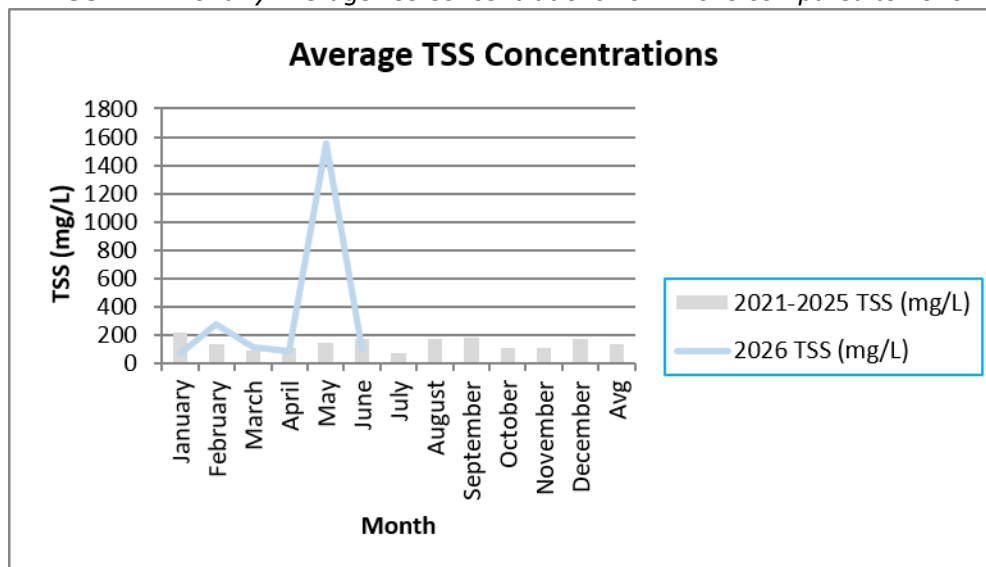


Figure 5 shows the average monthly raw influent TP concentrations from 2021-2025 compared to the 2026 monthly average concentrations. The average monthly TP concentration to date in 2026 is 7.6 mg/L. Concentrations of TP were high in May, possibly due to decanting the lagoon storage contents, however this did not impact the plant's ability to meet the final effluent concentration limit for TP in the month of May.

**FIGURE 5:** *Monthly Average TP Concentrations 2021-2025 compared to 2026*

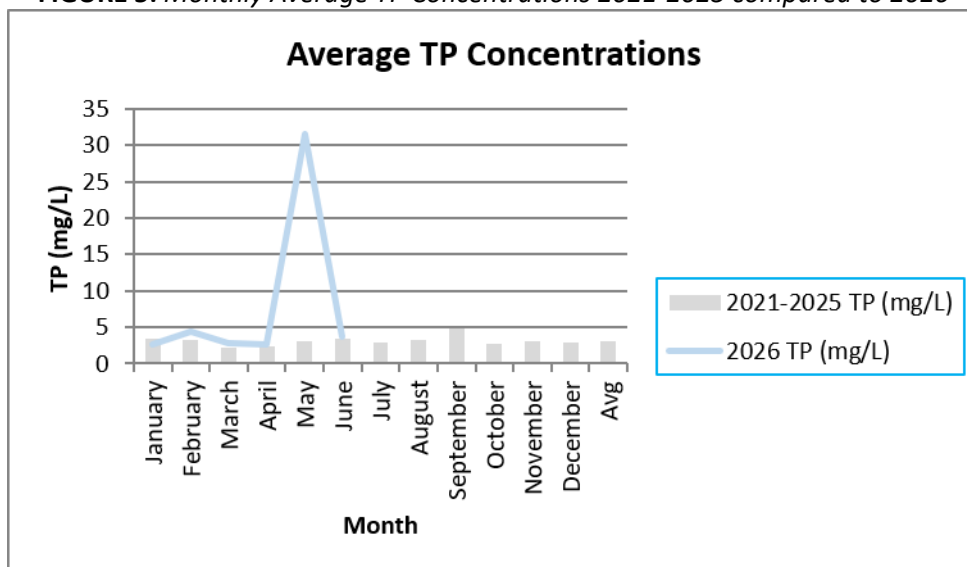
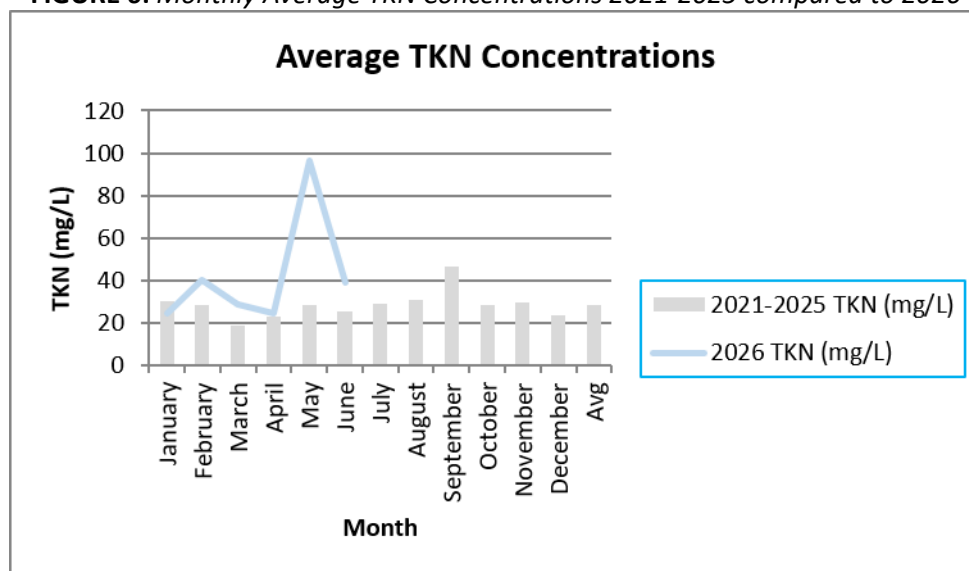


Figure 6 shows the average monthly raw influent TKN concentrations from 2021-2025 compared to the 2026 monthly average concentrations. The average monthly TKN concentration to date in 2026 is 40.8 mg/L. Concentrations of TKN were high in May 2026, possibly due to decanting the lagoon storage contents, however this did not impact the plant's ability to meet the final effluent concentration limit for TAN in the month of May.

**FIGURE 6: Monthly Average TKN Concentrations 2021-2025 compared to 2026**



The amount of alkalinity is also measured in raw water samples. Alkalinity in raw wastewater is a measure of its capacity to neutralize acids. The raw wastewater alkalinity concentration is important to confirm as alkalinity is lost in the activated sludge process during nitrification. Low alkalinity may thus result in ineffective nitrification; high alkalinity may indicate industrial inputs.

The range of alkalinity typically seen in Municipal wastewater systems ranges from 50 – 250 mg/L; the minimum for nitrification reliability is greater than 120 mg/L. The alkalinity in the West Lorne WPCP raw influent is slightly higher than average but meets the criteria for reliable nitrification in the treatment process.

**Table 1: Average Alkalinity in the Raw Influent, 2021-2025**

| 2021 Average Alkalinity (mg/L) | 2022 Average Alkalinity (mg/L) | 2023 Average Alkalinity (mg/L) | 2024 Average Alkalinity (mg/L) | 2025 Average Alkalinity (mg/L) | 2026 Average Alkalinity (mg/L)<br>*Calculated to Date |
|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|-------------------------------------------------------|
| 261                            | 267                            | 278                            | 274                            | 261                            | 281                                                   |

## EFFLUENT FLOWS

In the first two quarters of 2026, the average daily effluent flow treated at the wastewater treatment plant was 581.2 m<sup>3</sup>/d. This is a 2% reduction compared to the average daily effluent flow for the same period in 2021-2025. However, despite the average flow reduction, the flows in March 2026 were higher than normal due to heavy precipitation. Figure 7 outlines the average daily effluent flows in 2021-2025

compared to 2026. Figure 8 shows the annual average daily effluent flows from 2021 to 2026; the 2026 calculation is from the first two quarters only.

**FIGURE 7: Average Daily Effluent Flows 2021-2025 compared to 2026**

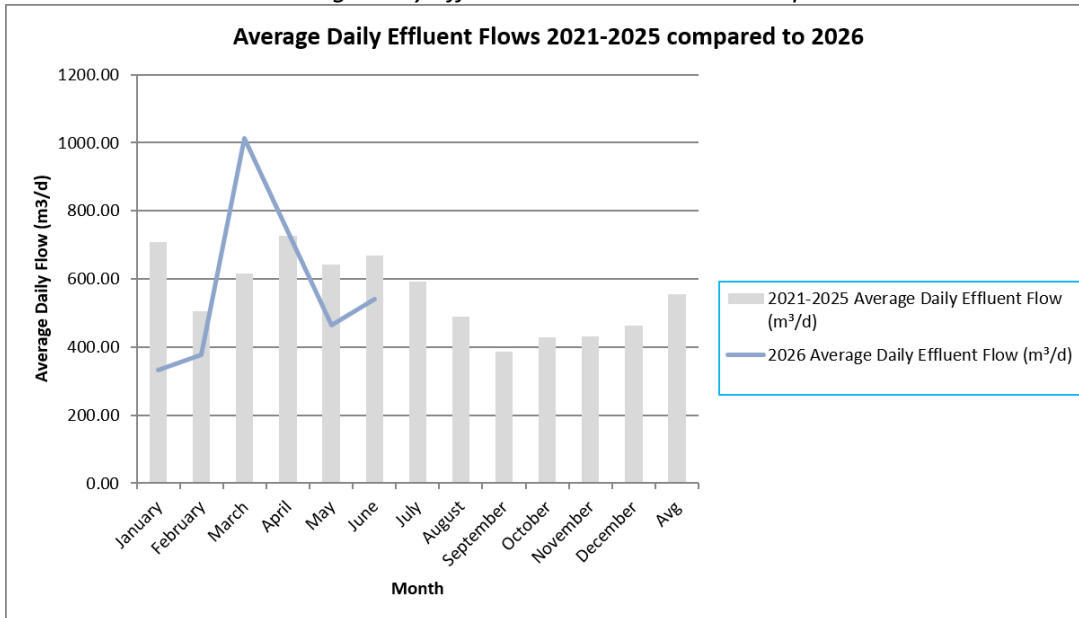
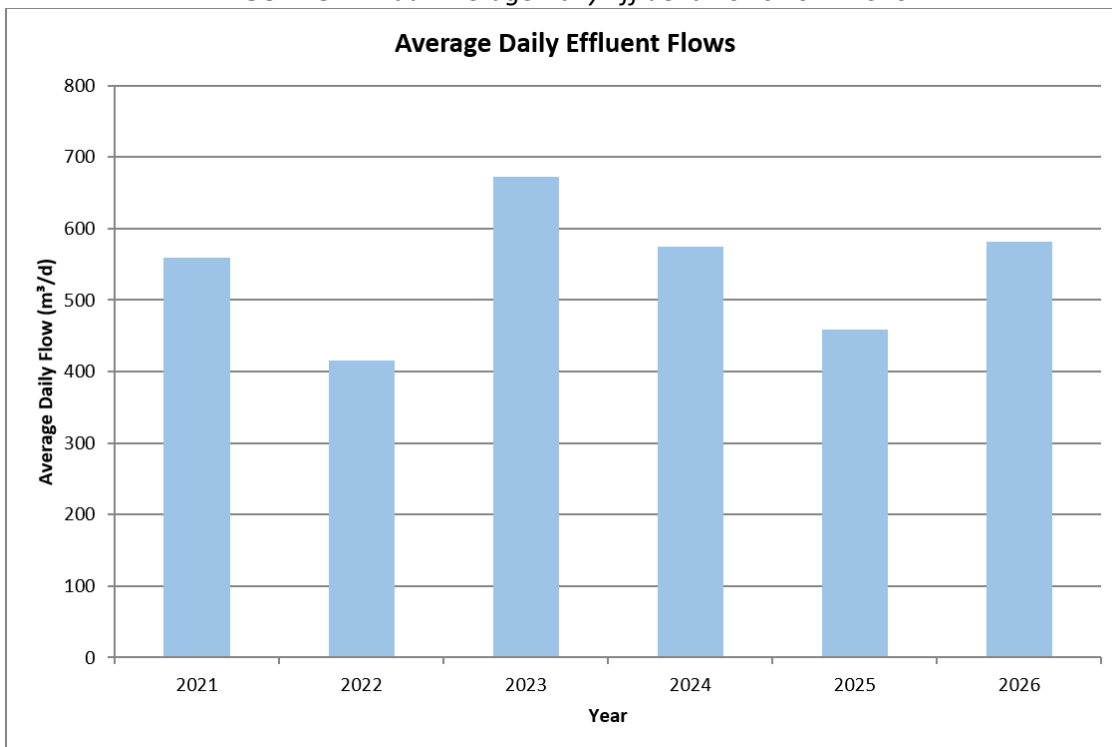


**FIGURE 8: Annual Average Daily Effluent Flows 2021-2026**



## **EFFLUENT**

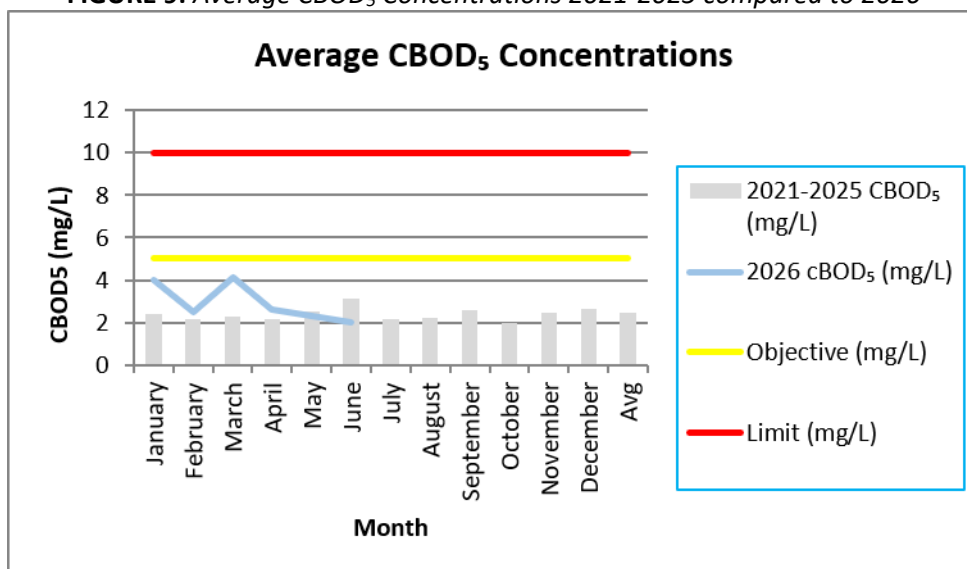
The effluent is sampled on a bi-weekly basis following the requirements of the ECA. Effluent is sampled for Carbonaceous Biochemical Oxygen Demand (CBOD<sub>5</sub>), Total Suspended Solids (TSS), Total Phosphorus (TP), Total Ammonia Nitrogen (TAN), E. coli, pH, and dissolved oxygen. Effluent quality objectives and limits are defined in the ECA and are specific to the West Lorne WPCP.

Design objectives are imposed to establish non-enforceable effluent target concentrations to be used as a mechanism to trigger corrective action proactively and voluntarily before environmental impairments occur. Compliance limits, which are enforceable, are imposed to ensure that final effluent discharged from the treatment system into the environment meets MECP effluent quality requirements. For the quarterly report, only effluent parameters that have ECA objectives and limits assigned to them are reported on. The remaining parameters are discussed in the annual report.

Carbonaceous Biochemical Oxygen Demand (CBOD<sub>5</sub>) is a common indicator of wastewater strength and is used to assess the effectiveness of wastewater treatment processes that specifically remove carbon-based organic pollutants. The West Lorne WPCP strives to meet a 5 mg/L or less CBOD<sub>5</sub> concentration. To achieve this, operations staff monitor the dissolved oxygen concentrations and mixed liquor suspended solids in the biological treatment process.

To date in 2026, the average effluent CBOD<sub>5</sub> concentration is 3.2 mg/L, meeting ECA objectives and limits. This is a 31% increase compared to the average CBOD<sub>5</sub> concentrations for the same period from 2021-2025 (Figure 9). The increase in CBOD<sub>5</sub> observed is likely due to the combined impact of colder wastewater temperatures reducing biological activity and an increase in raw BOD<sub>5</sub> loading in March. Reduced microbial reaction rates under cold conditions limit the system's ability to remove organic matter, while higher influent strength increases the treatment demand.

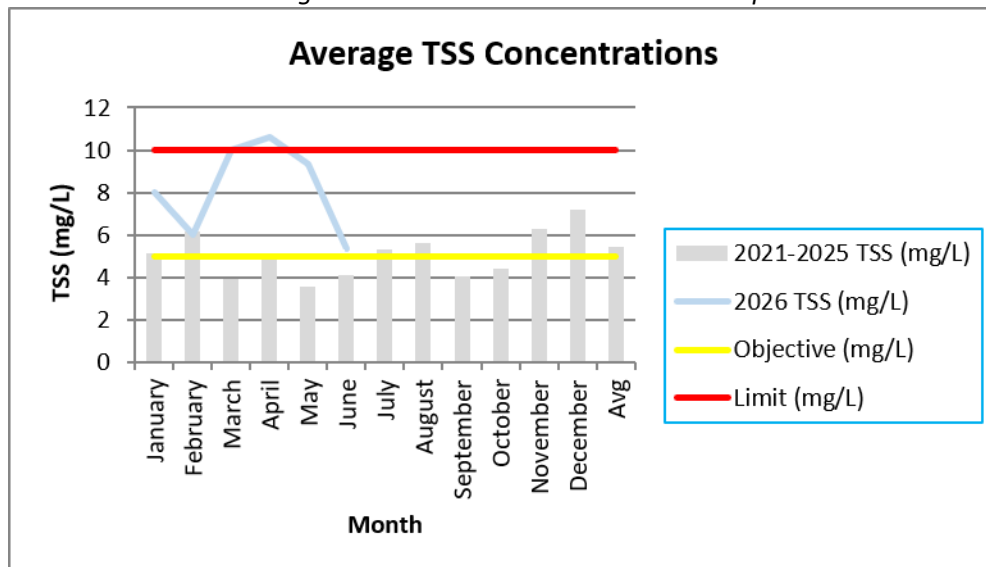
**FIGURE 9:** Average CBOD<sub>5</sub> Concentrations 2021-2025 compared to 2026



Total Suspended Solids (TSS) are particles larger than 2 microns, such as algae, silt, and decaying organic matter, that are suspended in wastewater. The West Lorne WPCP strives to meet a 5 mg/L or less TSS concentration. To achieve this, operations staff monitor the alum dosage, mixed liquor suspended solids, and wasting rates in the biological treatment process.

To date in 2026, the average effluent TSS concentration is 9 mg/L, which is a 93% increase compared to the average concentration for the same period from 2021-2025 (refer to Figure 10). To date, the effluent objective for TSS has only been met in May; the effluent limits have been met except for loading concentrations in March and the monthly average concentration in April. See compliance summary for details.

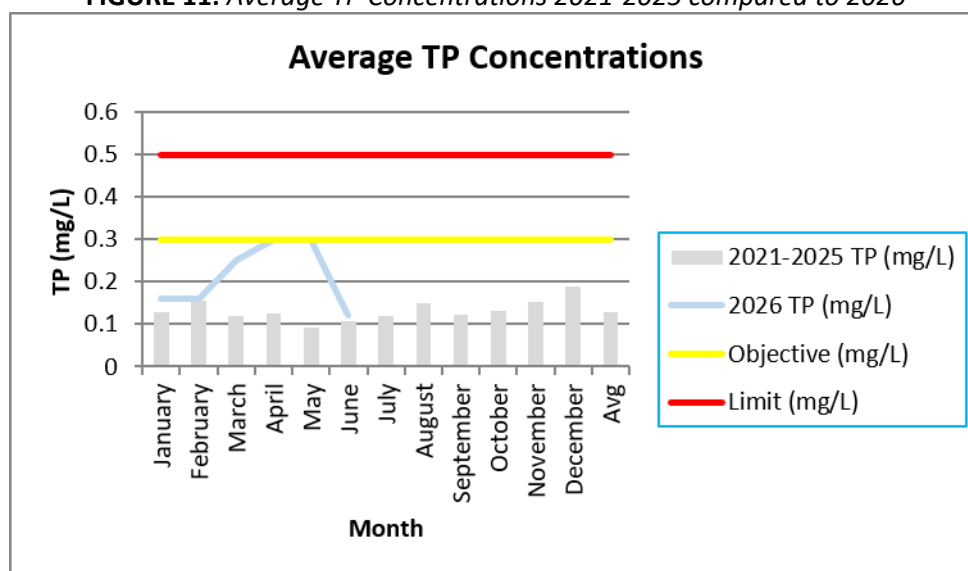
**FIGURE 10: Average TSS Concentrations 2021-2025 compared to 2026**



Total phosphorus (TP) is a measure of all forms of phosphorus in wastewater, including dissolved and particulate phosphorus, which can contribute to excessive algae growth in receiving streams. To control this, aluminum sulfate is added as a chemical treatment. It binds with phosphorus to form solid particles, which then settle and are removed along with sludge during treatment. The West Lorne WPCP strives to meet a 0.3 mg/L TP or less concentration.

To date in 2026, the average effluent TP concentration is 0.25 mg/L, which is a 106% increase compared to the average concentration for the same period from 2021-2025 (refer to Figure 11). Despite the increase, both the ECA objectives and limits were met. Elevated TP concentrations were likely due to higher phosphorus concentrations in the raw influent in February and March from heavy influent flows. Heavy rain can carry phosphorus-rich material into the collection system and dilute aluminum sulfate dosage resulting in increased TP concentrations. Higher TP concentrations were also seen in April and May, likely due to the decanting of storage lagoon contents back to the plant for treatment.

**FIGURE 11: Average TP Concentrations 2021-2025 compared to 2026**

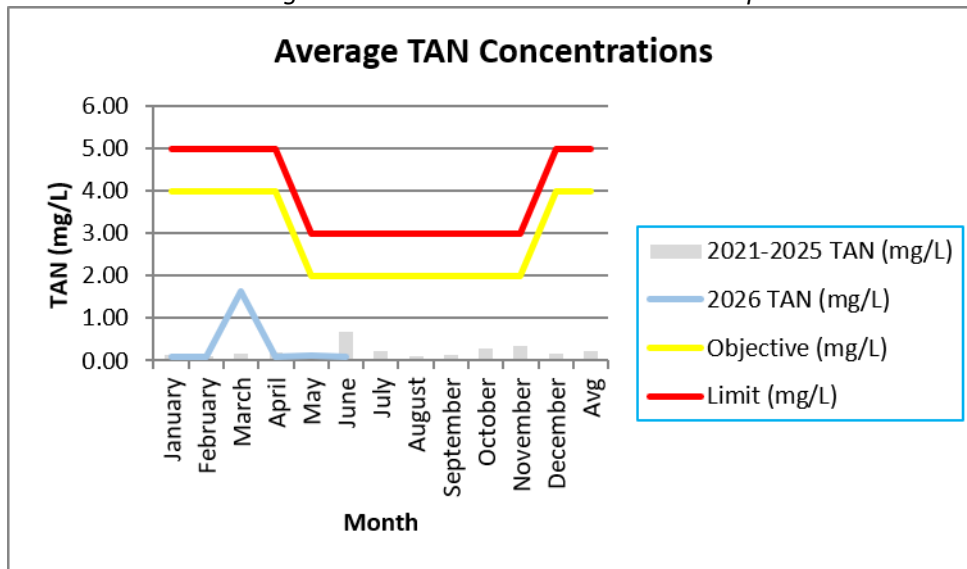


Total Ammonia Nitrogen (TAN) represents the combined concentration of ammonia ( $\text{NH}_3$ ) and ammonium ( $\text{NH}_4^+$ ) in wastewater. Ammonia is released as organic matter breaks down and, at elevated levels, can be harmful to aquatic organisms in receiving streams. In the treatment process, nitrifying bacteria in the aeration tanks convert TAN into nitrate through biological nitrification. Adequate aeration, alkalinity and sufficient mixed liquor suspended solids support this conversion and help ensure ammonia is reduced before discharge.

The West Lorne WPCP strives to meet a TAN concentration of 4 mg/L or less during freezing periods and 2 mg/L or less during non-freezing periods. To achieve this, operations staff monitor dissolved oxygen, alkalinity, pH, mixed liquor suspended solids, and waste activated sludge rates throughout the biological treatment process.

To date in 2026, the average effluent TAN concentration is 0.72 mg/L, meeting ECA objectives and limits. This is a significant increase compared to the average TAN concentrations for the same period from 2021-2025 (Figure 12). This increase is the result of elevated concentrations of TAN in the final effluent in March 2026. This was likely caused by heavy rain events that can reduce hydraulic retention time and limit contact between nitrifying bacteria and ammonia, thereby decreasing nitrification efficiency. Higher flows can also wash out biomass and lower the population of nitrifiers that are needed to convert ammonia to nitrate.

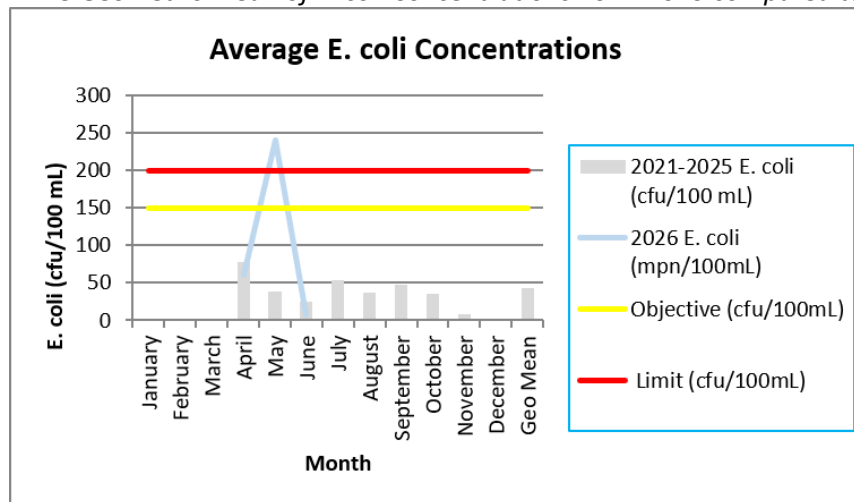
**FIGURE 12: Average TAN Concentrations 2021-2025 compared to 2026**



E. coli is used as an indicator of how well the disinfection process is working. Its presence in treated wastewater can suggest that the UV system is not fully reducing bacteria, or that contamination has occurred somewhere in the process. Operators routinely monitor E. coli results to confirm proper UV performance and to ensure the effluent is safe for release to the environment. If higher-than-normal results occur, staff investigate potential issues with the UV equipment or contamination in the plant. At the West Lorne WPCP, the UV disinfection equipment must be operational between April 15 and October 15 inclusive. The West Lorne WPCP strives to meet a monthly geometric mean of 100 cfu/100mL E. coli or less.

To date in 2026, the geomean of monthly E. coli concentrations is 48.97 mpn/100mL. The ECA objective and limit were exceeded in May 2026. See compliance summary for details. Refer to Figure 13 for the monthly geometric mean concentrations of E. coli for 2021-2025 compared to 2026.

**FIGURE 13 Geometric Mean of E. coli Concentrations 2021-2025 compared to 2026**

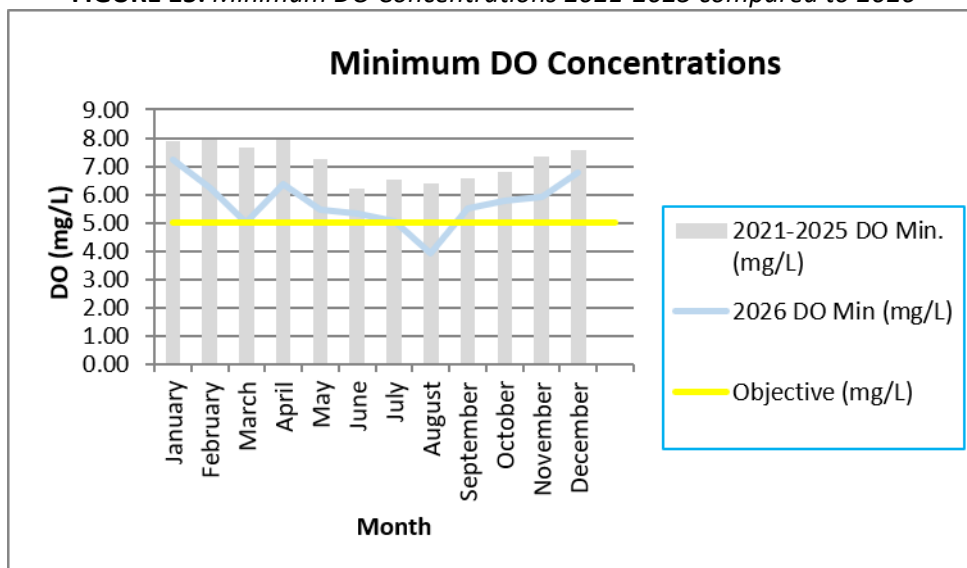


\*As per the ECA, mpn/100mL is equivalent to cfu/100mL

Dissolved oxygen (DO) in the effluent is measured on site in accordance with the ECA. The ECA identifies an objective minimum of 5 mg/L. DO concentrations have an inverse relationship with temperature: as temperature increases, DO decreases. DO is monitored at the treatment plant to ensure a minimum concentration is available to support aquatic life in the receiving stream. Adjustments are made to aeration equipment, as required.

The ECA minimum objective of 5.0 mg/L is applied to each DO reading taken on the final effluent rather than a monthly average. The minimum concentration objective was not met in March or May due to DO concentrations of 3.91 mg/L and 1.9 mg/L, respectively. These were considered as Operator errors as DO concentrations were sufficient prior to and after the low readings were recorded. Refer to Figure 15 for minimum DO concentrations in 2026 compared to those in 2021-2025.

**FIGURE 15: Minimum DO Concentrations 2021-2025 compared to 2026**



#### **SECTION 4: OCCUPATIONAL HEALTH & SAFETY**

##### **FIRST QUARTER:**

There was one Health and Safety issue identified in the first quarter. A cannister was required at the West Lorne WPCP lab for bump testing for gas monitoring. The issue was resolved.

##### **SECOND QUARTER:**

No health and safety issues were identified in the second quarter.

#### **SECTION 5: GENERAL MAINTENANCE**

##### **FIRST QUARTER:**

##### **JANUARY:**

04: Nevtro on site to deliver and install P101 at Marsh Pump Station. Further issues with breaker were discovered at the breaker panel.

15: Gerber Electric on site at Marsh Pump Station to install new breaker for P-101.

19: Chemtrade on site for alum delivery.

27: Kent compressor on site to review compressors and equipment maintenance requirements.

#### FEBRUARY:

23: Hetek on site for calibrations of gas monitors.

#### MARCH

17: Gerber Electric on site to troubleshoot/inspect Scraper 1. Repairs made.

31: Kent Compressor on site to perform regular scheduled compressor checks and maintenance.

#### **SECOND QUARTER**

##### APRIL:

02: Kone Cranes on site for annual inspections.

##### MAY:

08: Gerber Electric on site to diagnose issues with breaker panels and GFCI's tripping.

12: Nevro on-site to take scum pump away for inspection. The sensor wire came loose and tangled in the pump.

20: Gerber Electric on site at pump station to test motor functions of P101 and P100. P100 was pulled and found to have been severely clogged with debris, however once debris was removed there were still operational issues with the pump. After further cleaning, the pump was working.

##### JUNE:

25: Sand Filter C drained and inspected as part of ongoing clogging issues

30: Keith Douglas on site at Marsh pump station for annual backflow verification.

#### **SECTION 7: ALARMS**

##### **FIRST QUARTER:**

##### JANUARY:

03: Operator received call after hours. Found SCADA unresponsive. Operator reset and cleared alarm. Found low DO alarm. Corrected blower speeds (low due to warmer temperatures) and monitored until all processes were normal.

17: Operator on site after hours for low DO. Found DO probe had issues with freezing causing false readings. Pulled and cleaned probe and monitored readings.

22: Operator arrived on site after hours for alarm and found DO alarms. Increased blower speed and monitored. Tested with portable DO probe to confirm readings as it has been a persistent problem. Confirmed readings were correct and out of alarm. Noted aeration temps have increased causing loss of DO.

##### FEBRUARY:

14: Operator on site after hours for low DO alarm. Inspected processes and adjusted blower speed.

18: Operator on site after hours for multiple alarms due to power flicker. Reset all equipment and completed plant walkthrough.

##### MARCH

05: Operator on site after hours for multiple alarms due to power flicker. Reset all equipment and completed plant walkthrough.

09: Operator on site after hours for alarm at pump station; reset dialer and completed walkthrough.

13: Blower fault received; operator acknowledged and reset alarm. Ensured blower was operating normally.

- 14: Scraper 1 fault received. Operator inspected and determined issues required an electrician. Scraper left off and maintenance was scheduled.
- 21: Operator received call after hours; found SCADA unresponsive. Operator reset and cleared alarm. All processes were normal.
- 30: Operator on site after hours for multiple alarms due to power flicker. Reset all equipment and completed plant walkthrough.

## **SECOND QUARTER**

### **APRIL:**

- 05: Operator called for zone 2 alarm. Upon arriving to site, found SCADA had a communications fault. Reset SCADA and all alarms. Completed a facility walkthrough. Found alum pump had a fault. Reset the fault and monitored to confirm operation.

### **MAY:**

- 05: Operator called for alarms due to power flicker in the area. Found multiple alarms on SCADA and reset all equipment as needed (blowers, pumps, etc). Completed a site walkthrough. Completed basic maintenance to sand filters as air compressor power loss caused some clogging in filters.
- 16: Operator called for alarms due to power failure. Arrived on site and inspected backup generator and recorded runtime information. Reset all faults on equipment (blowers, pumps, etc) due to transfer over. Later in the afternoon the power was restored and a walkthrough was completed.
- 19: Operator called for alarms due to possible power flicker. Reset all equipment (blowers, pumps, etc) and completed a facility walkthrough. Completed basic maintenance to sand filters and monitored before leaving site.
- 25: Operator received a call and inspected SCADA upon arriving on site. Operator found backwash pump 1 had faulted. Inspected pump for any physical issues. Reset the pump overload and ran. Monitored to ensure no further issues with the pump.

### **JUNE:**

- 08: After hours alarm call from SCADA system. Operator arrived on site and found SCADA system was off. Reset the SCADA server and cleared alarms on site. Completed walkthrough to ensure all processes normal.
- 12: Operator received after hours call. Arrived on site and found multiple equipment faults and the generator running. Cleared all faults and monitored site until power returned.
- 23: After hours alarm call from SCADA system. Operator arrived on site and found SCADA system was off. Reset the SCADA server and cleared alarms on site. Completed walkthrough to ensure all processes normal.

## **SECTION 8: COMPLAINTS & CONCERNS**

### **FIRST & SECOND QUARTER:**

There were no community complaints received in the first or second quarter.



**Ontario Clean Water Agency**  
**Agence Ontarienne Des Eaux**

# Township of West Elgin Distribution System Operations Report Second Quarter 2026

Ontario Clean Water Agency, Southwest Region  
Joe Daly, Senior Operations Manager  
Date: August 5, 2026

## **FACILITY DESCRIPTION**

|                                 |                                        |
|---------------------------------|----------------------------------------|
| Name:                           | West Elgin Distribution System         |
| Hub Name:                       | Midwest Region – SWM/Alvinston Cluster |
| Regional Hub Manager:           | Sam Smith (226) 377-1540               |
| Senior Operations Manager:      | Joe Daly (226) 376-7957                |
| Business Development Manager:   | Robin Trepanier (519) 791-2922         |
| Facility Type:                  | Municipal                              |
| Classification:                 | Class 1 Water Distribution             |
| Drinking Water System Category: | Large Municipal Residential            |

## **SERVICE INFORMATION**

**Area(s) Serviced:** The West Elgin Distribution System receives water from the Tri-County Drinking Water System and services the communities of West Lorne, Rodney, Eagle, New Glasgow and rural areas within the municipality.

## **OPERATIONAL DESCRIPTION**

In addition to the watermains, valves, auto flushers, sample stations and fire hydrants, the West Elgin Distribution System has a water storage facility. The system is controlled at the Tri-County Water Treatment Plant by the Supervisory Control and Data Acquisition (SCADA) system.

The Rodney Tower in conjunction with the West Lorne Standpipe (a part of the Tri-County Drinking Water System) provides water pressure to the distribution system. The highlift pumps at the Tri-County Water Treatment Plant start when the West Lorne Standpipe reaches the start set point and will continue to fill until the stop set point is reached. Based on the elevations in the system, the Rodney Tower will only begin filling once the West Lorne Standpipe is full. There are four chambers located at Pioneer Line, Marsh Line, Silver Clay and Talbot Line west of Graham Road that control the flow to Rodney. These chambers contain automated valves that open when the Rodney Tower reaches the start set point to allow water to be fed from the West Lorne distribution system. The highlift pumps stop set point of the West Lorne Standpipe will be overridden if the Rodney Tower has not reached its stop set point and therefore will continue to run to fill up the Rodney Tower.

Key information on the Rodney Tower:

- Single fill/draw 300mm diameter pipe
- Constructed in 1994 by Landmark
- Volume of 1,200m<sup>3</sup>
- Base elevation: 210.8m; Storage elevations: 238.9m to 250.6m; therefore, resulting water pressure 276-386kPa (40-56psi)
- Located at 192 Victoria Street in Rodney

## **SECTION 1: COMPLIANCE SUMMARY**

### **FIRST & SECOND QUARTERS:**

There were no non-compliances or adverse results reported during the first two quarters.

## **SECTION 2: INSPECTIONS**

### **FIRST QUARTER:**

The 2025 Ministry of Environment, Conservation and Parks (MECP) inspection occurred on January 30, 2026, and a report issued on March 17, 2026. There were no non-compliances found, and an inspection rating of 100% was received.

### **SECOND QUARTER:**

No additional inspections this quarter.

## **SECTION 3: QUALITY ENVIRONMENTAL MANAGEMENT SYSTEM (QEMS) UPDATE**

### **FIRST QUARTER:**

No updates were required for the QEMS during the first quarter. The external audit with Intertek is scheduled for a remote audit on September 14, 2026, and an on-site audit on November 10, 2026. The internal audit and Management Review will be scheduled prior to the remote audit.

### **SECOND QUARTER:**

The internal audit is scheduled to be completed in July, 2026. The Management Review is scheduled for August 6, 2026, in advance of the external audit, which is now scheduled for October 5, 2026, for the systems audit and November 10, 2026, for the reaccreditation audit.

## **SECTION 4: PERFORMANCE ASSESSMENT REPORT**

All sampling and testing results for the system have met O. Reg. 170/03 requirements. The limit for Total Coliform and E. coli is zero, heterotrophic plate count (HPC) does not have a limit. This is an operational guide to initiate an action plan if results are continuously high in an area. Samples are taken at four different locations throughout the distribution system each week; refer to the results below. Note that there was an extra sample taken in June for the ROV inspection of the Rodney Tower.

|           | # Samples | Total Coliform<br>Range<br>(cfu/100mL) | E. coli Range<br>(cfu/100mL) | # Samples | HPC<br>(cfu/100mL) |
|-----------|-----------|----------------------------------------|------------------------------|-----------|--------------------|
| January   | 16        | 0 - 0                                  | 0 - 0                        | 8         | <10 – <10          |
| February  | 16        | 0 - 0                                  | 0 - 0                        | 8         | <10 – <10          |
| March     | 20        | 0 - 0                                  | 0 - 0                        | 10        | <10 – <10          |
| April     | 16        | 0 - 0                                  | 0 - 0                        | 8         | <10 – 10           |
| May       | 16        | 0 - 0                                  | 0 - 0                        | 8         | <10 – 10           |
| June      | 21        | 0 - 0                                  | 0 - 0                        | 11        | <10 – <10          |
| July      |           |                                        |                              |           |                    |
| August    |           |                                        |                              |           |                    |
| September |           |                                        |                              |           |                    |
| October   |           |                                        |                              |           |                    |
| November  |           |                                        |                              |           |                    |
| December  |           |                                        |                              |           |                    |

Trihalomethanes (THMs) are sampled on a quarterly basis. THMs are a group of compounds that can form when the chlorine used to disinfect drinking water (disinfection by-product) reacts with naturally occurring organic matter (e.g., decaying leaves and vegetation). The trihalomethanes most found in drinking water are chloroform, bromodichloromethane (BDCM), dibromochloromethane (DBCM) and bromoform. THM formation is dependent on many factors including organic matter, re-chlorination practices, water age, temperature and pH.

The maximum acceptable concentration, as specified in Ontario Drinking Water Quality Standards Regulation 169/03 is a 100 ug/L based on a quarterly running average. The running to date in 2026 is 64.5 ug/L, therefore meeting the maximum acceptable concentration. This is a 11% increase from the running average for 2025; however, the running average normally varies across quarters.

|                        | Limit<br>(ug/L) | THM Result<br>(ug/L) |
|------------------------|-----------------|----------------------|
| <b>July 2025</b>       | -               | 50                   |
| <b>October 2025</b>    | -               | 104                  |
| <b>January 2026</b>    | -               | 59                   |
| <b>April 2026</b>      | -               | 45                   |
| <b>Running Average</b> | 100             | <b>64.5</b>          |

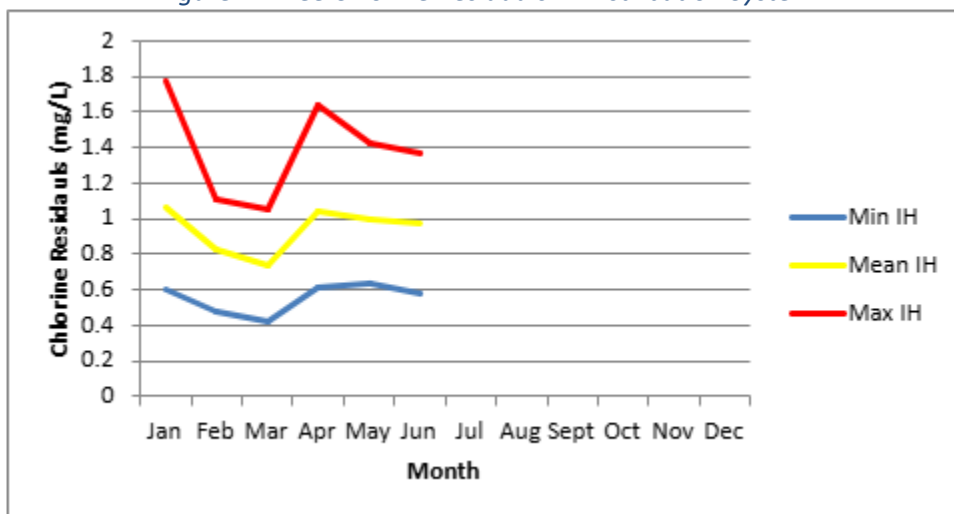
Haloacetic Acids (HAAs) are sampled on a quarterly basis in accordance with O. Reg. 170/03. HAAs are a type of chlorination disinfection by-product that are formed when the chlorine used to disinfect drinking water reacts with naturally occurring organic matter in water. HAA formation is dependent on many factors including organic matter, re-chlorination practices, water age, temperature and pH.

The maximum acceptable concentration, as specified in Ontario Drinking Water Quality Standards Regulation 169/03 is 80 ug/L based on a quarterly running average. The running average to date in 2026 is 28.8 ug/L, thereby meeting the maximum acceptable concentration. This is a 5% increase from the 2025 running average; however, the running average normally varies across quarters.

|                        | Limit<br>(ug/L) | HAA Result<br>(ug/L) |
|------------------------|-----------------|----------------------|
| <b>July 2025</b>       | -               | 24                   |
| <b>October 2025</b>    | -               | 38.3                 |
| <b>January 2026</b>    | -               | 32.2                 |
| <b>April 2026</b>      | -               | 16.0                 |
| <b>Running Average</b> | 80              | <b>28.80</b>         |

The Rodney Tower continuously monitors the free chlorine residual of the water and provides rechlorination as needed. The chlorine residuals fluctuate based on fill cycles. During the winter months, the results are usually very good; however, during the warmer months the chlorine residuals tend to dissipate. Chlorine residuals are also taken throughout the distribution system in accordance with O. Reg. 170/03 requirements. Figure 1 below provides the minimum, maximum, and average chlorine residuals throughout the distribution system to date in 2026. All results are within an acceptable range.

*Figure 1. Free Chlorine Residuals in Distribution System*



## **SECTION 5: OCCUPATIONAL HEALTH & SAFETY**

### **FIRST QUARTER**

There were two Health and Safety issues identified during the first quarter. There was no fire extinguisher at the Rodney Tower or tepid water eyewash. These concerns have been resolved.

### **SECOND QUARTER**

The annual Health and Safety inspection was completed on May 27, 2026. Two items arose from this inspection relating to chemical signs and authorized entry only signs for the Rodney Tower. The chemical sign has been installed; the authorized entry sign installation remains in progress.

## **SECTION 6: GENERAL MAINTENANCE**

### **FIRST QUARTER:**

#### **JANUARY:**

01: There was no out-of-scope maintenance performed during this quarter; general maintenance was completed as scheduled by work placement management system.

#### **FEBRUARY:**

06: On site at 282 Graham Road for service leak.

#### **MARCH**

01: There was no out-of-scope maintenance performed during this quarter; general maintenance was completed as scheduled by work placement management system.

## **SECOND QUARTER**

### **APRIL:**

- 13: Hydrant 17 at the corner of Graham Road and Thomson Line would not turn off. Operator closed secondary valve to stop flow of water.
- 14: Spring Hydrant flushing began.
- 20: Repaired three hydrants located at Graham Road and Thomson Line, behind the post office in Rodney and 140 Main Street in West Lorne.
- 21: On site at 215 Gilbert Street for a leaking valve.
- 30: On site at 9134 Furnival Road for a hydrant repair with Hurricane Hydrovac and the Municipality of West Elgin.

### **MAY:**

- 20: On site at 240 Furnival Road for service leak. West Elgin and Hurricane Hydrovac also on site. Service leak dug up and pin hole leak on municipal side found.
- 27: Opened hydrant at Rodney WWTP for backflow preventer test. Preventor was exercised by Lambeth Plumbing and Birnham Excavating.

### **JUNE:**

- 02: On site to assist with water main repair as instructed by operations supervisor. Replaced broken main and secured with two 4" hymax. Repairs completed and flushed water line at Hoskins Line
- 11: On site at 283 Ridout Street with West Elgin for watermain tap and service connection.

## **SECTION 7: ALARMS**

### **FIRST QUARTER:**

No alarms were reported this quarter.

### **SECOND QUARTER:**

No alarms were reported this quarter.

## **SECTION 8: COMPLAINTS & CONCERNS**

### **FIRST QUARTER:**

#### **FEBRUARY:**

- 17: Yellow water complaint at 25143 Talbot Line. Nearest hydrant flushed and no discoloured water noted.

#### **MARCH:**

- 16: A customer on Marsh Line stated that they had no water. The auto flusher nearby produced water and there was no issue with flow or chlorine residual. This was determined to be an internal homeowner issue.

### **SECOND QUARTER:**

#### **APRIL:**

- 24: The homeowner at 9260 Graham Road issued a complaint about hydrant flushing being flushed onto his field. They requested the next hydrant flushing to be directed to the ditch in front of the hydrant.



## Staff Report

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**Report To:** Council Meeting  
**From:** Emma Nilsson, Manager of Corporate Services/Treasurer  
**Date:** 2026-09-10  
**Subject:** Appointment of Municipal Auditor

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### **Recommendation:**

That West Elgin Council hereby receives the report titled “Appointment of Municipal Auditor” from Emma Nilsson, Manager of Corporate Services/Treasurer; and

That Council direct staff to move forward with the appointment of Scrimgeour & Company CPA Professional Corporation as the Municipality's external auditors for the fiscal years ending December 31, 2026, and December 31, 2027; And

That the Mayor and Clerk be authorized to execute any necessary agreements related to the engagement.

### **Purpose:**

The purpose of this report is to recommend that Council direct staff to appoint Scrimgeour & Company CPA Professional Corporation as the Municipality's external auditors for the 2026 and 2027 fiscal years. Retaining Scrimgeour & Company will ensure continuity in the annual audit process, provide access to specialized municipal accounting expertise, and support the Municipality's compliance with legislated financial reporting requirements.

### **Background:**

Scrimgeour & Company has provided professional audit and accounting services to municipalities throughout Ontario and has developed a strong reputation within the municipal sector. The firm possesses extensive knowledge of Public Sector Accounting Standards (PSAS), municipal financial reporting requirements, and the unique operational and regulatory environment in which municipalities operate.

A significant strength of the proposed engagement is the experience of Christene Scrimgeour, CPA, CA who has worked with the Municipality of West Elgin for many years. Staff are satisfied that Scrimgeour & Company continues to provide the technical expertise, responsiveness, and municipal sector knowledge necessary to conduct the Municipality's annual audit and provide related professional advice. The continuity and extensive industry knowledge Christene possess is especially helpful in the recent period of staff turnover.

**Financial Implications:**

The audit fees have been quoted as follows, with a comparative for 2025 included for information purposes:

| <b>Year</b>     | <b>Base Audit Fee</b>            | <b>EFIR/MPMP Preparation Fee</b> | <b>Additional Fees</b> | <b>Total Fees (pre-HST)</b>      |
|-----------------|----------------------------------|----------------------------------|------------------------|----------------------------------|
| 2025            | \$18,500                         | \$2,500                          | \$13,367.25            | \$34,367.25                      |
| 2026 (proposed) | \$21,000                         | \$3,000                          | \$0                    | \$24,000                         |
| 2027 (proposed) | \$21,000 + inflationary increase | \$3,000 + inflationary increase  | \$0                    | \$24,000 + inflationary increase |

The additional fees in 2025 were incurred as additional time was required due to changes in the Treasurer position.

The 2026 proposed fees are within the approved 2026 budget allocation of \$32,000. The exact 2027 fees, when known, will be included in the 2027 budget allocation for Council's consideration.

**Policies/Legislation:**

[Municipal Act, 2001](#)

[Public Accounting Act, 2004](#)

Section 296 of the Municipal Act, 2001 requires municipalities to appoint an independent auditor licensed under the Public Accounting Act, 2004 to annually audit the accounts and transactions of the municipality and its local boards, where applicable.

**Alignment with Strategic Priorities:**

| <b>Infrastructure Improvement</b>                                                            | <b>Recreation</b>                                                                                      | <b>Economic Development</b>                                                                                    | <b>Community Engagement</b>                                                  |
|----------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| <input type="checkbox"/> To improve West Elgin's infrastructure to support long-term growth. | <input type="checkbox"/> To provide recreation and leisure activities to attract and retain residents. | <input type="checkbox"/> To ensure a strong economy that supports growth and maintains a lower cost of living. | <input checked="" type="checkbox"/> To enhance communication with residents. |

Respectfully submitted by,

Emma Nilsson, Manager of Corporate Services/Treasurer

**Report Approval Details**

|                      |                                                                                                          |
|----------------------|----------------------------------------------------------------------------------------------------------|
| Document Title:      | Appointment of Scrimgeour And Company for 2026 and 2027 Audits - 2026-10-Corporate Services Finance.docx |
| Attachments:         |                                                                                                          |
| Final Approval Date: | Aug 27, 2026                                                                                             |

This report and all of its attachments were approved and signed as outlined below:

Robin Greenall



## Staff Report

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**Report To:** Council Meeting  
**From:** Emma Nilsson, Manager of Corporate Services/Treasurer  
**Date:** 2026-09-10  
**Subject:** West Elgin Year-to-Date Variance Report

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### **Recommendation:**

That West Elgin Council hereby receives the West Elgin Year-to-Date Variance report from Emma Nilsson, Manager of Corporate Services/Treasurer, for information purposes.

### **Purpose:**

The purpose of this report is to provide Council with an update on the Municipality's financial performance as of **July 31, 2026**. The report compares actual year-to-date operating and capital expenditures against the approved operating and capital budgets, identifies significant variances, and provides explanations for deviations from budget expectations.

This report supports sound financial stewardship by ensuring transparency, accountability, and proactive financial management throughout the fiscal year.

### **Background:**

The annual budget establishes the financial framework for delivering municipal programs, services, and capital projects. Throughout the year, staff monitor financial performance and will provide quarterly variance reports to Council going forward to assess progress against approved budget estimates.

The attached variance reports have been prepared using year-to-date financial information recorded in the Municipality's financial management system and comparing actual expenditures to the approved annual budget.

Year-to-date results reflect actual expenditures incurred as of July 31, 2026. Variances may arise for a variety of reasons, including timing differences, fluctuations in service demand, inflationary pressures, seasonal operating requirements, and the timing of project implementation. As a result, some variances identified at this stage of the fiscal year may not necessarily indicate a year-end budget concern. Staff will continue to monitor financial performance and distinguish between timing-related variances and those that may represent ongoing financial pressures.

As of July 31, 2026, approximately seven months, or 58%, of the fiscal year had elapsed. Financial results at this point provide an indication of trends that may influence the Municipality's year-end financial position.

Notable departmental operational variances from the expected 58% budget utilization as of July 31, 2026, are outlined below.

Council- 45% of budget expended

Expenditures are below the expected spending level due to:

- The \$10,000 budget allocation for volunteer appreciation activities has not yet been utilized; and
- Budgeted expenditures for Council term-related supplies, including laptop replacements, have not yet occurred and remain in line with expectations.

Municipal Buildings- 89% of budget expended

Expenditures are in line with expectations, as the annual insurance premium, which represents the largest budgeted expense, has already been paid.

Municipal Buildings- Old Town Hall- 96% of budget expended

Expenditures are in line with expectations, as the annual insurance premium, which represents the largest budgeted expense, has already been paid.

Conservation Authority- 100% of budget expended

Expenditures are in line with expectations, as the Lower Thames Valley Conservation Authority issues a single annual invoice for the Municipality's apportionment levy.

Roads- Municipal- 67% of budget expended

Expenditures exceed the expected spending level due to:

- Increased snow removal costs resulting from more demanding winter conditions earlier in the year;
- The purchase of all annual gravel and dust suppressant requirements, which account for approximately one-third of the municipal roads operating budget; and
- Payment of the annual insurance premium, the largest budgeted expenditure within this service area.

Roads- County- 42% of budget expended

Expenditures are below the expected spending level due to year-end adjustments that have not yet been completed, including:

- Administrative overhead allocations; and
- Wage and machine time allocation adjustments.

Water- 36% of budget expended

Expenditures are below the expected spending level due to:

- Outstanding wage allocations to be transferred to the water system;
- The timing of budgeted repairs and maintenance expenditures; and
- Pending Tri-County Water expense allocations.

Excluding these items, approximately 52% of the remaining operating budget had been expended as of July 31, 2026, which is generally consistent with expectations.

Parks & Recreation- Programming- 44% of budget expended

Expenditures are below the expected spending level due to the timing of planned activities:

- No expenditures have yet been incurred for the Rodney Fair or Holiday Parade, as anticipated;
- Excluding these activities, approximately 51% of the remaining budget had been expended as of July 31, 2026, which is in line with expectations.

Parks & Recreation- Rec Centre- 24% of budget expended

Expenditures are below the expected spending level due to the timing of programming-related expenditures.

Approximately \$23,000 remains available within the budget for planned programming activities during the remainder of the year.

Parks & Recreation- Pool- 48% of budget expended

Expenditures are consistent with expectations. As of July 31, 2026, approximately 50% of the pool operating season had elapsed.

Parks & Recreation- Operations- 49% of budget expended

Expenditures are below the expected spending level because no costs had been incurred as of July 31, 2026, related to the Rodney and Miller Park Master Plans. Consultant proposals for the master plan studies were approved by Council at its August 13, 2026, meeting.

Port Glasgow Trailer Park- 41% of budget expended

Expenditures are below the expected spending level primarily due to lower wage costs associated with a vacancy in the Trailer Park Supervisor position.

The position was filled on August 17, 2026, and wage expenditures are expected to align more closely with budget projections for the remainder of the year.

As of July 31, 2026, the Municipality's overall financial position remains generally consistent with budget expectations. Total operating expenditures are at 51% of the approved operating budget, while capital expenditures are at 41% of the approved capital budget.

Given that approximately 58% of the fiscal year has elapsed, the majority of variances identified to date are attributable to timing differences related to seasonal operations, annual payments, staffing changes, allocation adjustments, and the scheduling of planned projects and activities.

Operating results indicate that expenditures are being managed prudently across departments, with several areas reporting spending levels below the year-to-date benchmark due to expenditures anticipated later in the year. Similarly, capital spending remains below the proportional year-to-date target as a result of project timing, with a number of approved initiatives scheduled for completion in the latter half of 2026.

At this time, staff have not identified any significant concerns that would materially impact on the Municipality's overall financial position at year-end. Staff will continue to closely monitor operating and capital budgets, assess emerging financial pressures, and report any material changes or significant variances to Council through future financial updates. Overall, the Municipality remains well-positioned to achieve its approved financial objectives while maintaining responsible stewardship of public resources.

**Financial Implications:**

Any significant year-end surplus or deficit will be addressed in accordance with the Municipality's Financial Policies and Reserve Management Strategy.

**Policies/Legislation:**

N/A- This process supports sound financial stewardship and ensures Council receives timely information regarding the Municipality's financial position.

**Alignment with Strategic Priorities:**

| Infrastructure Improvement                                                                   | Recreation                                                                                             | Economic Development                                                                                           | Community Engagement                                                         |
|----------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| <input type="checkbox"/> To improve West Elgin's infrastructure to support long-term growth. | <input type="checkbox"/> To provide recreation and leisure activities to attract and retain residents. | <input type="checkbox"/> To ensure a strong economy that supports growth and maintains a lower cost of living. | <input checked="" type="checkbox"/> To enhance communication with residents. |

Respectfully submitted by,

Emma Nilsson, Manager of Corporate Services/Treasurer

**Report Approval Details**

|                      |                                                                       |
|----------------------|-----------------------------------------------------------------------|
| Document Title:      | July 31 YTD Variance Report - 2026-11-Corporate Services Finance.docx |
| Attachments:         | - July 31, 2026 Operating and Capital Variances.pdf                   |
| Final Approval Date: | Aug 28, 2026                                                          |

This report and all of its attachments were approved and signed as outlined below:

Robin Greenall



# Municipality of West Elgin

## Departmental Summaries

Council  
Administration  
Municipal Buildings  
Municipal Buildings- Old Town Hall  
Fire  
Police Services  
Conservation Authority  
Building Inspection  
Emergency Measures  
By-Law Enforcement  
Animal Control  
Roads - Municipal  
Roads- County  
Four Counties Transit  
Street Lights  
Sidewalks  
Sewage - Rodney  
Sewage - West Lorne  
Water  
Landfill  
Cemeteries  
Arena  
Parks & Recreation - Marina  
Parks & Recreation - Programming  
Parks & Recreation - Recreation Centre  
Parks & Recreation - Pool  
Parks & Recreation - Operations  
Port Glasgow Trailer Park  
Libraries  
Planning  
Economic Development  
Drains  
Debentures

| 2026 YTD 07/31 | 2026 Budget | Variance | Progress % |
|----------------|-------------|----------|------------|
|----------------|-------------|----------|------------|

|           |            |              |      |
|-----------|------------|--------------|------|
| \$ 84,047 | \$ 187,616 | \$ (103,569) | 45%  |
| 904,252   | 1,580,714  | - 676,461    | 57%  |
| 79,664    | 89,453     | - 9,789      | 89%  |
| 15,496    | 16,183     | - 687        | 96%  |
| 377,991   | 729,038    | - 351,047    | 52%  |
| 640,608   | 1,110,995  | - 470,387    | 58%  |
| 81,948    | 81,948     | -            | 100% |
| 51,780    | 110,165    | - 58,385     | 47%  |
| -         | 5,000      | - 5,000      | 0%   |
| 15,485    | 27,200     | - 11,715     | 57%  |
| 6,538     | 12,000     | - 5,462      | 54%  |
| 1,227,476 | 1,842,674  | - 615,198    | 67%  |
| 245,700   | 582,854    | - 337,154    | 42%  |
| 40,112    | 87,550     | - 47,438     | 46%  |
| 23,826    | 44,500     | - 20,674     | 54%  |
| 3,975     | 11,500     | - 7,525      | 35%  |
| 199,819   | 407,749    | - 207,930    | 49%  |
| 199,857   | 386,708    | - 186,850    | 52%  |
| 554,217   | 1,534,623  | - 980,407    | 36%  |
| 318,626   | 698,099    | - 379,473    | 46%  |
| 646       | 1,000      | - 354        | 65%  |
| 171,831   | 398,710    | - 226,879    | 43%  |
| 10,753    | 31,628     | - 20,875     | 34%  |
| 48,956    | 110,859    | - 61,903     | 44%  |
| 16,188    | 68,813     | - 52,625     | 24%  |
| 51,274    | 107,206    | - 55,932     | 48%  |
| 141,107   | 288,978    | - 147,871    | 49%  |
| 152,251   | 374,158    | - 221,908    | 41%  |
| 23,395    | 49,253     | - 25,858     | 47%  |
| 30,853    | 85,000     | - 54,147     | 36%  |
| 2,300     | 90,000     | - 87,700     | 3%   |
| 30,468    | 46,118     | - 15,650     | 66%  |
| 29,753    | 46,263     | - 16,510     | 64%  |

|              |               |                |     |
|--------------|---------------|----------------|-----|
| \$ 5,781,191 | \$ 11,244,554 | \$ (5,463,362) | 51% |
|--------------|---------------|----------------|-----|



# Municipality of West Elgin

## Capital Project Summaries

| Department                | Project Name                                                                                   | 2026 YTD 07/31 | 2026 Budget  | Variance       | Progress % |
|---------------------------|------------------------------------------------------------------------------------------------|----------------|--------------|----------------|------------|
| Municipal Buildings       | Old Town Hall                                                                                  | 5,597          | 197,537      | - 191,940      | 3%         |
| Fire                      | Tanker                                                                                         | 487,446        | 491,000      | - 3,554        | 99%        |
| Fire                      | SCBA 2 Paks, 4 Cylinders                                                                       | 27,568         | 25,000       | 2,568          | 110%       |
| Fire                      | Hose Replacement                                                                               | 10,405         | 16,000       | - 5,595        | 65%        |
| Roads                     | Tractor Upgrade                                                                                | 13,432         | 15,000       | - 1,568        | 90%        |
| Roads                     | TRUCK 17                                                                                       | -              | 450,000      | - 450,000      | 0%         |
| Roads                     | PICKUP 4                                                                                       | -              | 60,000       | - 60,000       | 0%         |
| Roads                     | PICKUP 15                                                                                      | -              | 60,000       | - 60,000       | 0%         |
| Roads                     | DRAIN REPLACEMENT CSP#2                                                                        | 40,456         | 50,000       | - 9,544        | 81%        |
| Roads                     | Walker Street Reconstruction - engineering, storm drains, waterline and sewer upgrade & paving | 15,091         | 265,000      | - 249,909      | 6%         |
| Roads                     | West Lorne Storm Water Management- consulting, engineering & consulting                        | 21,894         | 250,000      | - 228,106      | 9%         |
| Roads                     | Culvert replacement                                                                            | 8,013          | 300,000      | - 291,987      | 3%         |
| Sidewalks                 | SIDEWALKS - West Lorne                                                                         | 6,175          | 225,000      | - 218,825      | 3%         |
| Sewer-Rodney              | Rodney Sewage Upgrades                                                                         | 1,138,356      | 2,648,356    | - 1,510,000    | 43%        |
| Sewer- West Lorne         | Collection System Flushing                                                                     | -              | 120,750      | - 120,750      | 0%         |
| Water                     | AMR SOFTWARE & HARDWARE                                                                        | -              | 200,000      | - 200,000      | 0%         |
| Water                     | Truck Replacement                                                                              | -              | 60,000       | - 60,000       | 0%         |
| Water                     | Chestnut Water Main (Graham to Ridge)                                                          | 18,601         | 125,000      | - 106,399      | 15%        |
| Arena                     | Arena Renovations-engineering fees                                                             | -              | 6,400        | - 6,400        | 0%         |
| Arena                     | Boards Repairs                                                                                 | 261,500        | 261,500      | -              | 100%       |
| Parks & Recreation        | Miller Park Ball Diamond Fencing                                                               | 1,680          | 31,000       | - 29,320       | 5%         |
| Parks & Recreation        | Playground Equipment                                                                           | 350,180        | 400,000      | - 49,820       | 88%        |
| Parks & Recreation        | PICKUP 2                                                                                       | -              | 40,000       | - 40,000       | 0%         |
| Port Glasgow Trailer Park | New Washroom                                                                                   | 534,089        | 750,000      | - 215,911      | 71%        |
| Libraries                 | Building Renovations- West Lorne Library                                                       | 125,560        | 470,000      | - 344,440      | 27%        |
| 2026 Total Capital        |                                                                                                | \$ 3,066,043   | \$ 7,517,543 | \$ (4,451,499) | 41%        |



## Staff Report

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**Report To:** Council Meeting  
**From:** Emma Nilsson, Manager of Corporate Services/Treasurer  
**Date:** 2026-09-10  
**Subject:** Operating Budget Module

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### **Recommendation:**

That West Elgin Council hereby receives the report from Emma Nilsson, Manager of Corporate Services/Treasurer; And

That Council approve additional funding for the 2026 budget year in the amount of \$13,350 plus HST for the acquisition and implementation of the PSD Citywide Operating Budget Module; And

That the funding be sourced from the Tax Rate Stabilization Reserve; And

That Council approves a three-year license term with an estimated term cost of \$16,200; And

That the Treasurer be authorized to proceed with the purchase and implementation of the software.

### **Purpose:**

The purpose of this report is to seek Council approval for additional funding to purchase and implement the PSD Citywide Operating Budget Module in fall 2026 in anticipation of 2027 budget preparation and beyond.

The proposed software will modernize the Municipality's operating budget process by replacing the current spreadsheet-based approach with a centralized system specifically designed for municipal budgeting. The software enables municipalities to prepare operating budgets, manage departmental budget submissions, conduct scenario analysis, and generate budget and variance reports within a single platform.

The implementation of this software will improve efficiency, accuracy, transparency, and reporting while providing Council with enhanced information to support financial decision-making.

**Background:**

The annual operating budget is one of Council's most important governance and financial planning tools. It establishes service levels, allocates resources, and ensures taxpayer funds are used effectively to deliver municipal programs and services.

**Current Challenges**

Currently, the Municipality develops its operating budget through a process that relies heavily on multiple spreadsheets, manual calculations, email exchanges, and the consolidation of information from various departments. While this process has sufficed in previous years, it presents several challenges:

- Significant staff time is required to manually prepare, review, and consolidate budget information and variance analyses
- Increased risk of data-entry errors and formula inconsistencies
- Difficulty maintaining version control during budget deliberations
- Limited ability to evaluate alternative budget scenarios

Each budget cycle requires significant staff time to create, format, distribute, consolidate, review, and update numerous spreadsheets. Even minor changes to account structures, departmental submissions, organizational charts, or reporting formats often require extensive manual adjustments. Staff must continually verify formulas, update links between worksheets, and ensure that revisions are reflected consistently across all budget documents.

Budget presentations and Council reporting also require considerable effort to convert spreadsheet information into understandable and consistent financial reports. This administrative burden can delay the budget process and limits the time available for financial analysis, forecasting, and long-term planning.

As the budget process evolves, maintaining spreadsheet integrity becomes increasingly challenging. Multiple versions of files can lead to duplication of effort, version control issues, and an increased risk of human error. Significant time is spent on formatting reports and consolidating information rather than analyzing financial data and supporting strategic decision-making.

**Solution: PSD Citywide Operating Budget Module**

As municipal financial pressures continue to increase through inflation, rising operating costs, and growing service expectations, staff believe there is a need to modernize the budget development process and improve the quality of financial information provided to Council.

The PSD Citywide Operating Budget Module would replace many of these manual processes with a centralized budgeting platform specifically designed for municipal governments. Budget data would be entered, updated, and consolidated within a single system, reducing time spent on

formatting and manual calculations while improving consistency, accuracy, and reporting capabilities. The software is intended to support operating budget preparation, forecasting, scenario analysis, and variance reporting from one platform, allowing staff to focus more time on financial planning and less time on spreadsheet management.

The Municipality already utilizes other services offered by PSD Citywide, such as the 'Citywide Assets' and 'Citywide Maintenance with GIS' modules which are used for asset management, service requests and mapping of all the Municipality's assets. As such, staff are already familiar with PSD Citywide interface and would have the same customer service representatives available for assistance throughout the year, thereby reducing the learning curve of new module.

The Operating Budget Module will provide the following benefits:

- More detailed variance analysis and forecasting
- Better ability to evaluate budget options and financial scenarios
- Reduced risk associated with spreadsheet-based budgeting
- Increased confidence in financial information used to support decision-making
- Improved transparency throughout the budget process
- Stronger financial planning and budget oversight
- Increased organizational efficiency
- More informed decisions regarding service delivery and future funding requirements

Council will be better equipped to understand current year budget pressures, assess future financial impacts, and make informed decisions regarding municipal services and taxation.

In conclusion, a significant portion of the annual budget preparation process as well as variance analysis process is currently devoted to administrative tasks such as spreadsheet maintenance, formatting, reconciliation, and report preparation. Implementing a dedicated municipal budgeting system would allow staff to redirect this time toward analysis, service review, financial forecasting, and providing strategic advice to Council. This represents a more effective use of staff resources and provides greater value to taxpayers, while ensuring our duties of financial stewardship are met.

### **Financial Implications:**

The quote received is as follows:

| <b>Frequency of Fee</b> | <b>Description</b>                                 | <b>Pre-HST Price</b> |
|-------------------------|----------------------------------------------------|----------------------|
| One-time                | Citywide Budgeting Software License                | \$3,000              |
| One-time                | Project Management of Implementation               | \$1,800              |
| One-time                | Implementation and Configuration                   | \$7,200              |
| One-time                | Administrator and End User Training                | \$2,700*             |
| Annual                  | 2026 prorated Version Protection & Maintenance fee | \$1,350              |

|            |                                                                   |          |
|------------|-------------------------------------------------------------------|----------|
| Annual     | Annual License Version Protection & Maintenance fee – 3-year term | \$16,200 |
| Total Cost |                                                                   | \$32,250 |

As this expenditure was not included in the 2026 Operating Budget, additional funding approval is required: The spending impact of this request is as follows:

- The cost of training for \$2,700 will be managed within the approved 2026 training budget envelope, additional funds will not be required
- 2026 budget amendment equal to **\$13,350** plus HST for one-time cost plus a prorated cost of annual fees (\$12,000 + \$1,350 = \$13,350)
- Annual Licence Protection and Maintenance \$5,400/year plus HST for three-year term estimated total of **\$16,200** plus HST.
- Total funding obligation for the purchase is **\$29,550** plus HST

The Municipality currently pays \$3,648.34 plus HST annually for an unused PSD Citywide module. Replacing it with the Operating Budget Module would result in an estimated cost reduction of \$10,000 over three 3 years, potentially reducing the Annual Licence Protection and Maintenance licensing fee to \$6,200 or \$2,000 per year. Comparing this cost with the current practice, the administrative burden of using spreadsheet-based budget far exceeds this slight increase in proposed annual fees. With the application of this reduction Council's total funding obligation is and estimated to be **\$19,550** plus HST.

#### **Policies/Legislation:**

##### [Municipal Act, 2001](#)

The Municipal Act, 2001 requires municipalities to prepare and adopt annual budgets and supports the principles of responsible financial management and accountability. Regular budget monitoring and financial reporting are essential components of Council's financial oversight responsibilities.

#### **Alignment with Strategic Priorities:**

| Infrastructure Improvement                                                                   | Recreation                                                                                             | Economic Development                                                                                                      | Community Engagement                                                         |
|----------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| <input type="checkbox"/> To improve West Elgin's infrastructure to support long-term growth. | <input type="checkbox"/> To provide recreation and leisure activities to attract and retain residents. | <input checked="" type="checkbox"/> To ensure a strong economy that supports growth and maintains a lower cost of living. | <input checked="" type="checkbox"/> To enhance communication with residents. |

Respectfully submitted by,  
Emma Nilsson, Manager of Corporate Services/Treasurer



**Report Approval Details**

|                      |                                                                   |
|----------------------|-------------------------------------------------------------------|
| Document Title:      | Operating Budget Module - 2026-09-Corporate Services Finance.docx |
| Attachments:         |                                                                   |
| Final Approval Date: | Sep 4, 2026                                                       |

This report and all of its attachments were approved and signed as outlined below:

Robin Greenall



**Elgin County Council**  
**Regular Council Meeting**  
**Minutes**

**July 14, 2026, 9:00 a.m.**  
**Council Chambers**  
**450 Sunset Drive**  
**St. Thomas ON**

**Members Present:** Warden Dominique Giguère  
Deputy Warden Grant Jones  
Councillor Ed Ketchabaw  
Councillor Mark Widner  
Councillor Jack Couckuyt  
Councillor Andrew Sloan  
Councillor Todd Noble  
Councillor Mike Hentz  
Councillor Richard Leatham

**Staff Present:** Blaine Parkin, Chief Administrative Officer  
Nicholas Loeb, Director of Legal Services  
Brian Masschaele, Director of Community & Cultural Services  
Jennifer Ford, Director of Financial Services/Treasurer  
Peter Dutchak, Director of Engineering Services  
Mat Vaughan, Director of Planning and Development  
Holly Hurley, Director of People & Culture  
Joe Anne Holloway, Director of Homes and Seniors Services  
Carolyn Krahn, Manager of Economic Development, Tourism & Strategic Initiatives  
Katherine Thompson, County Clerk/Manager of Administrative Services  
Mike Hoogstra, Manager of Purchasing and Risk  
Jeff Brooks, Manager of Emergency Management  
Jenna Fentie, Deputy Clerk  
Stefanie Heide, Executive Performance Coordinator  
Lindsay King, Policy Planner

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**1. Meeting Call to Order**

The meeting was called to order at 9:09 a.m. with Warden Giguère in the chair.

**2. Approval of Agenda**

Moved by: Councillor Hentz

Seconded by: Councillor Couckuyt

RESOLVED THAT the agenda for the July 14, 2026 County Council Meeting be approved as presented.

Motion Carried.

**3. Introductions, Recognitions, Memorials**

None.

**4. Adoption of Minutes**

Moved by: Deputy Warden Jones  
Seconded by: Councillor Leatham

RESOLVED THAT the minutes of the meeting held on June 23, 2026 be adopted.  
Motion Carried.

**5. Disclosure of Pecuniary Interest and the General Nature Thereof**

None.

**6. Presenting Petitions, Presentations and Delegations**

**6.1 Kate Burns Gallagher, Executive Director, Western Ontario Wardens' Caucus - WOWC Presentation: A Unified Voice for Rural Western Ontario**

Kate Burns Gallagher, Executive Director of the Western Ontario Wardens' Caucus (WOWC), provided a presentation to Council detailing the 2026 priorities of WOWC and the accomplishments over the term.

Moved by: Deputy Warden Jones  
Seconded by: Councillor Leatham

RESOLVED THAT the presentation titled "A Unified Voice for Rural Western Ontario" from the Western Ontario Wardens' Caucus Executive Director dated July 14, 2026 be received and filed.

Motion Carried.

**7. Motion to Adopt Recommendations from the Committee of the Whole**

**7.1 Warden Giguère - ADM 26-23 - Recommendations from Committee of the Whole – June 23, 2026**

Moved by: Deputy Warden Jones  
Seconded by: Councillor Hentz

RESOLVED THAT items CW26-67 – CW26-69 from the Committee of the Whole meeting dated June 23, 2026, and the recommendations therein be adopted.

Motion Carried.

**8. Committee Recommendations**

None.

**9. Reports for Information and Immediate Consideration**

**9.1 Warden Giguère and Chief Administrative Officer - ADM 26-24 Strategic Plan - 2024-2026 Progress Report**

Warden Giguère and the Chief Administrative Officer presented the report that outlines the progress that the County, the Warden, and staff have made towards achieving the strategic priorities and goals contained within Council's Strategic Plan for 2024-2026.

Moved by: Councillor Hentz  
Seconded by: Deputy Warden Jones

RESOLVED THAT the report titled "ADM 26-24 Strategic Plan - 2024-2026 Progress Report" from the Warden and Chief Administrative Officer dated July 14, 2026 be received and filed.

Motion Carried.

**9.2 Manager of Procurement & Risk - FIN 26-08 Buy Ontario Act**

The Manager of Procurement & Risk presented the report that provides information on the Municipal Buy Ontario Procurement Directive issued by the Province of Ontario as part of the Buy Ontario Act.

Moved by: Councillor Ketchabaw  
Seconded by: Councillor Leatham

RESOLVED THAT the report titled “FIN 26-08 Buy Ontario Act” from the Manager of Procurement and Risk dated July 14, 2026 be received and filed.

Motion Carried.

**9.3 Manager of Emergency Management & Elgin-Middlesex Regional Fire School - EMG 26-03 Site Works for Fire Training Structure – Tender Results**

The Manager of Emergency Management & Elgin-Middlesex Regional Fire School presented the report seeking approval to award the contract for site works for the Fire Training Structure to 291 Construction Ltd at a total price of \$151,435.12 exclusive of HST.

Moved by: Councillor Widner  
Seconded by: Councillor Noble

RESOLVED THAT 291 Construction Ltd. be selected to complete the Site Works project for the Fire Training Structure, RFQ No. 2026-Q25 at a total price of \$151,435.12 exclusive of HST; and

THAT the additional funding required to proceed with the site preparation works be allocated as noted in the report; and

THAT the Warden and Chief Administrative Officer be authorized to sign the agreement.

Motion Carried.

**9.4 Manager of Emergency Management & Elgin-Middlesex Regional Fire School - EMG 26-04 Drowning Prevention Awareness Initiative**

The Manager of Emergency Management & Elgin-Middlesex Regional Fire School presented the report that seeks approval to co-host the Great Lakes Drowning Prevention Symposium with the Rip Current Information Project. The symposium will take place in September 2026.

Moved by: Councillor Sloan  
Seconded by: Deputy Warden Jones

RESOLVED THAT Elgin County Council authorize the County of Elgin to act as co-host of the Great Lakes Drowning Prevention Symposium, organized by the Rip Current Information Project.

Motion Carried.

**9.5 Director of Engineering Services - ENG 26-17 John Street Bridge Mural – Town of Aylmer**

The Director of Engineering Services presented the report that provides information regarding a request received from the Town of Aylmer to paint a mural on the John Street Bridge.

Moved by: Councillor Sloan  
Seconded by: Councillor Couckuyt

RESOLVED THAT the report titled “ENG 26-17 John Street Bridge Mural – Town of Aylmer” from the Director of Engineering Services dated July 14,

2026 be received and filed; and

THAT the County of Elgin enter into a Memorandum of Understanding (MOU) with the Town of Aylmer that considers lifecycle, potential repairs and vandalism considerations.

Motion Carried.

**10. Council Correspondence**

Moved by: Councillor Sloan

Seconded by: Councillor Leatham

RESOLVED THAT Correspondence Items 10.1 - 10.6 be received and filed.

Motion Carried.

- 10.1 Letter from Hon. Todd McCarthy, Minister of the Environment, Conservation and Parks regarding Minister's direction under section 1.14 of the Conservation Authorities Act with respect to budget and apportionment matters**
- 10.2 Resolution from the County of Peterborough regarding a request for provincial action on the accuracy of municipal voters lists**
- 10.3 Resolution from the Town of Caledon requesting provincial support, funding, and coordinated plans to combat tick borne diseases**
- 10.4 Letter from Douglas Avram regarding accessibility, parking availability and safety concerns related to the proposed Aylmer Library Expansion**
- 10.5 Great Lakes and St. Lawrence Cities Initiative Making Waves Newsletter June 2026**
- 10.6 Western Ontario Wardens' Caucus Newsletter June 2026**
- 10.7 Flag Raising and Proclamation request from the Rural Initiatives and Planning Advisory Committee in recognition of Harvest Season Road Safety Week**

Moved by: Deputy Warden Jones

Seconded by: Councillor Noble

RESOLVED THAT the request from the Rural Initiatives and Planning Advisory Committee to hold a flag raising and proclamation on September 15, 2026 at 10:00 a.m. in recognition of Harvest Season Road Safety Week be approved.

Motion Carried.

**11. Statements/Inquiries by Members**

None.

**12. Closed Meeting Items**

Moved by: Councillor Sloan

Seconded by: Councillor Hentz

RESOLVED THAT we do now proceed into closed meeting session in accordance with the Municipal Act to discuss the following matters under Municipal Act Section 239 (2):

Closed Meeting Item #1 - Closed Meeting Minutes - June 23, 2026

Closed Meeting Item #2 - Elgin County Finance Department Future Readiness Review

(b) personal matters about an identifiable individual, including municipal or local board employees.

Closed Meeting Item #3 - Southwestern Public Health Facility Proposal

(i) a trade secret or scientific, technical or commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons or organization.

Motion Carried.

**12.1 Closed Meeting Minutes - June 23, 2026**

**12.2 Chief Administrative Officer - Elgin County Finance Department Future Readiness Review**

**12.3 Delegation - Southwestern Public Health Facility Proposal**

**13. Motion to Rise and Report**

Moved by: Councillor Hentz

Seconded by: Councillor Sloan

RESOLVED THAT we do now rise and report.

Motion Carried.

Closed Meeting Item #1 - Closed Meeting Minutes - June 23, 2026

Moved by: Councillor Sloan

Seconded by: Deputy Warden Jones

RESOLVED THAT the June 23, 2026 closed meeting minutes be adopted.

Motion Carried.

Closed Meeting Item #2 - Elgin County Finance Department Future Readiness Review

Moved by: Councillor Ketchabaw

Seconded by: Councillor Noble

RESOLVED THAT staff proceed as directed.

Motion Carried.

Closed Meeting Item #3 - Southwestern Public Health Facility Proposal

Moved by: Deputy Warden Jones

Seconded by: Councillor Couckuyt

RESOLVED THAT staff proceed as directed; and

THAT Council authorize the Warden and staff to continue the discussion with partners at the City of St. Thomas and Oxford County.

Motion Carried.

**14. Consideration of By-Laws**

**14.1 By-Law No. 26-29 Confirmation**

BEING a By-Law to Confirm Proceedings of the Municipal Council of the Corporation of the County of Elgin at the July 14, 2026 Meeting.

Moved by: Councillor Sloan  
Seconded by: Councillor Noble

RESOLVED THAT By-Law No. 26-29 be now read a first, second, and third time and finally passed.

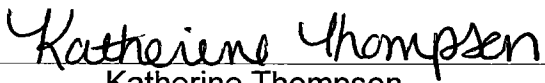
Motion Carried.

**15. Adjournment**

Moved by: Councillor Widner  
Seconded by: Councillor Sloan

RESOLVED THAT we do now adjourn at 11:44 a.m. to meet again on August 11, 2026 at 9:00 a.m.

Motion Carried.



Katherine Thompson,

County Clerk/Manager of  
Administrative Services.



Dominique Giguère,

Warden.



**Elgin County Council**  
**Committee of the Whole Meeting**  
**Minutes**

**July 14, 2026, 9:30 a.m.**  
**Council Chambers**  
**450 Sunset Drive**  
**St. Thomas ON**

**Members Present:** Warden Dominique Giguère  
Deputy Warden Grant Jones  
Councillor Ed Ketchabaw  
Councillor Mark Widner  
Councillor Jack Couckuyt  
Councillor Andrew Sloan  
Councillor Todd Noble  
Councillor Mike Hentz  
Councillor Richard Leatham

**Staff Present:** Blaine Parkin, Chief Administrative Officer  
Nicholas Loeb, Director of Legal Services  
Brian Masschaele, Director of Community & Cultural Services  
Jennifer Ford, Director of Financial Services/Treasurer  
Peter Dutchak, Director of Engineering Services  
Mat Vaughan, Director of Planning and Development  
Holly Hurley, Director of People & Culture  
Joe Anne Holloway, Director of Homes and Seniors Services  
Carolyn Krahn, Manager of Economic Development, Tourism & Strategic Initiatives  
Katherine Thompson, County Clerk/Manager of Administrative Services  
Diana Morris, Senior Planner  
Jenna Fentie, Deputy Clerk  
Stefanie Heide, Executive Performance Coordinator  
Lindsay King, Policy Planner

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**1. Meeting Call to Order**

The meeting was called to order at 11.52 a.m. with Warden Giguère in the chair.

**2. Approval of Agenda**

**Resolution Number: CW26-71**

Moved by: Councillor Leatham  
Seconded by: Councillor Hentz

RESOLVED THAT the agenda for the July 14, 2026 Committee of the Whole Meeting be approved as amended to include item 6.5 first.

Motion Carried.

**3. Adoption of Minutes**

**Resolution Number: CW26-72**

Moved by: Deputy Warden Jones  
Seconded by: Councillor Sloan

RESOLVED THAT the minutes of the meeting held on June 23, 2026 be adopted.

Motion Carried.

**4. Disclosure of Pecuniary Interest and the General Nature Thereof**

None.

**5. Members' Motions**

None.

**6. Reports of Council, Staff or Outside Boards**

**6.1 Policy Planner - PLN-26-09 – Clovermead Official Plan Amendment**

The Policy Planner presented the report that provides planning analysis and a recommendation regarding Official Plan Amendment Application OPA 01-26 for lands municipally known as 11302 and 11460 Imperial Road, located in the Township of Malahide. The application proposes to amend the Elgin County Official Plan to permit a site-specific large-scale agri-tourism use associated with the existing Clovermead Adventure Farm operation within lands designated Agricultural.

**Resolution Number: CW26-74**

Moved by: Councillor Widner  
Seconded by: Councillor Sloan

RESOLVED THAT Elgin County Council approve Official Plan Amendment Application OPA-01-26, being an amendment to the Elgin County Official Plan to permit a site-specific large-scale agri-tourism use deemed to constitute a non-agricultural use within the Agricultural designation, in accordance with the Provincial Planning Statement, 2024; and

THAT the site-specific permission apply only to the approximately 11-hectare portion of the subject lands identified through the implementing Official Plan Amendment schedule in order to establish clear limits on the extent of the non-agricultural use, maintain the long-term agricultural function of the balance of the lands, and mitigate potential land use compatibility impacts; and

THAT notice of Council's decision be issued in accordance with the Planning Act.

Motion Carried.

**6.2 Senior Planner - PLN-26-12 Official Plan Amendment No. 02/26 and Draft Plan of Subdivision**

The Senior Planner presented the report that provides information required to consider granting approval to Draft Plan of Subdivision, file number 34T-CE2502 and to Official Plan Amendment No. 02/26 to the Official Plan of the Municipality of Central Elgin.

**Resolution Number: CW26-75**

Moved by: Councillor Leatham  
Seconded by: Councillor Noble

RESOLVED THAT the Council of the Corporation of the County of Elgin approves Official Plan Amendment No. 02/26 to the Official Plan of the Municipality of Central Elgin; and

THAT the Council of the Corporation of the County of Elgin grants draft

plan approval to Draft Plan of Subdivision 34T-CE2502, Municipality of Central Elgin, 0 East Road, Part of Lot 2, Concession 2, certified by Robert Wood O.L.S on behalf of Wastell Developments., dated October 7, 2025; and

THAT staff be directed to provide Notice of this Decision in accordance with the requirements of the Planning Act.

Motion Carried.

**6.3 Director of Engineering Services - ENG 26-18 Engineering Services for Port Burwell Bridge Rehabilitation – Contract Award**

Councillor Sloan and Deputy Warden Jones left the meeting at 12:22 p.m.

The Director of Engineering Services presented the report that provides details on the Request for Proposal (RFP) that was issued to solicit proposals from firms to provide engineering services for the Port Burwell Bridge Rehabilitation and recommended awarding the contract to Doug Dixon & Associates Inc.

**Resolution Number: CW26-76**

Moved by: Councillor Hentz

Seconded by: Councillor Ketchabaw

RESOLVED THAT the contract for Engineering Services associated with the Port Burwell Bridge Rehabilitation project, Request for Proposal 2026-P23 be awarded to Doug Dixon & Associates Inc. in the amount of \$419,000.00 (excluding HST); and

THAT the Warden and Chief Administrative Officer be directed and authorized to sign the contract.

Motion Carried.

**6.4 Manager of Economic Development, Tourism & Strategic Initiatives - EDT 26-03 Sponsorship and Grant Policy Review: Supporting Strategic Priorities**

The Manager of Economic Development, Tourism & Strategic Initiatives presented the report that provides recommendations on path forward for sponsorships and grants administered by the County to local groups and organizations.

**Resolution Number: CW26-77**

Moved by: Councillor Couckuyt

Seconded by: Councillor Widner

RESOLVED THAT staff be directed to bring forward an updated grant program, reflecting the Committee of the Whole's feedback, for consideration at the next meeting.

Motion Carried.

**6.5 Director of Planning and Development - PLN 26-13 2026 Land Division Committee Update**

Item 6.5 was considered prior to item 6.1.

The Director of Planning and Development presented the report that reviewed the current land division (consent) process and that provides considerations for alternative processes to ensure the County is processing consent applications efficiently.

**Resolution Number: CW26-73**

Moved by: Councillor Widner  
Seconded by: Councillor Couckuyt

RESOLVED THAT the decision regarding the following recommendation be deferred to the next term of Council:

THAT By-Law No. 2162, which establishes the delegated approval authority to the County of Elgin Land Division Committee be repealed effective November 30, 2026; and

THAT contentious land division applications be reviewed by County Council commencing December 1, 2026; and

THAT staff are hereby directed to prepare amendments to the delegation authority by-law for planning to give effect to the recommendations of this report.

Motion Carried.

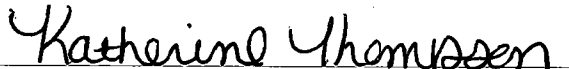
**7. Adjournment**

**Resolution Number: CW26-78**

Moved by: Councillor Widner  
Seconded by: Councillor Hentz

RESOLVED THAT we do now adjourn at 12:42 p.m. to meet again on August 11, 2026 at 9:30 a.m.

Motion Carried.

  
Katherine Thompson,

County Clerk/Manager of  
Administrative Services.

  
Dominique Giguere,

Warden.

# From the Council Chambers

August 11, 2026

## Council Meeting

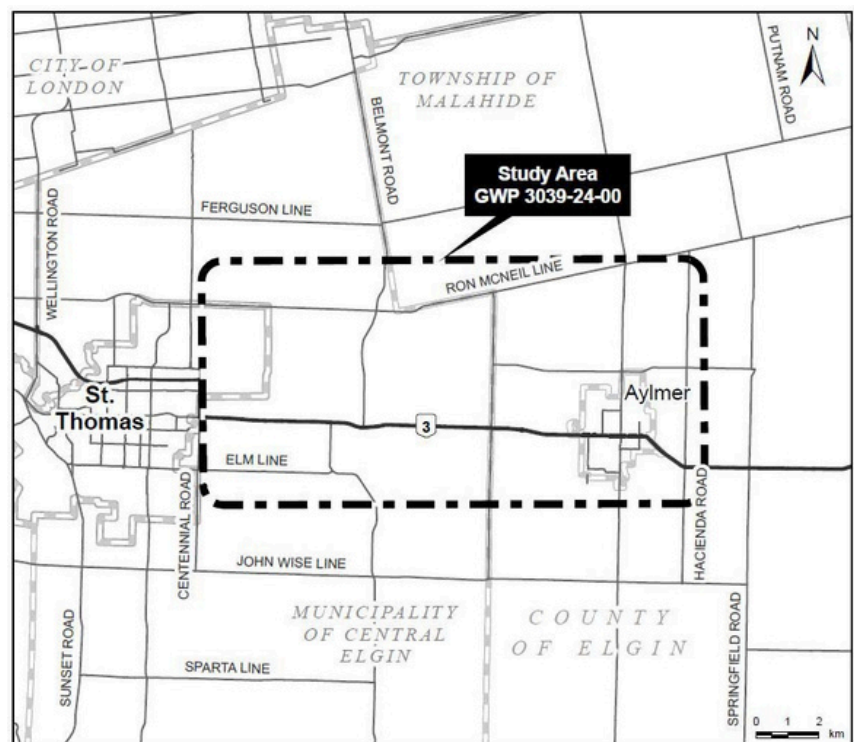
### Highway 3 Planning Study Examines Future Transportation Needs

Council received an update from the Ontario Ministry of Transportation (MTO) and Stantec Consulting on the ongoing Highway 3 Planning Study between St. Thomas and Aylmer.

The study is examining how the transportation network can accommodate anticipated residential, commercial and industrial growth in the area, while maintaining safe and efficient connections between St. Thomas, Aylmer and surrounding communities. Transportation modelling presented to Council indicates that increased population and employment growth could place Highway 3 over capacity by 2051 and create additional pressure at intersections and on municipal roads.

As part of the study, MTO is considering potential improvements to the existing road network as well as alternatives for a new Highway 3 corridor connecting with the St. Thomas Expressway extension, known as Technology Trail. Several potential corridor alternatives have been identified for further study, with environmental, agricultural, transportation and other impacts to be considered before a preferred plan is selected.

Public and stakeholder consultation will continue throughout the environmental assessment process. The first Public Information Centre is scheduled for August 26, 2026, with completion of the study and environmental clearance currently anticipated in spring 2028.



# Council Meeting

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## **Museum and Archives Highlight a Busy Year of Programs and Projects**

Council received the 2026 activity report for the Elgin County Museum and Elgin County Archives, highlighting exhibitions, community programming, digitization projects and ongoing work to preserve and provide access to Elgin County's history.

At the Museum, activities have included the Jumbomania exhibition commemorating the 140th anniversary of Jumbo's death, the current Eyes on the Skies: Managing Air Traffic in Canada interactive exhibition, and a variety of tours, lectures and family programming. The Museum also brought Elgin County's history beyond the Heritage Centre through outreach initiatives, including Power & Precision: Golf and Curling in Elgin County, which is currently on display at Queen's Park.

The Archives continued significant work to make historical records more accessible. Approximately 60,000 newspaper pages were scanned over the past year, bringing the newspaper digitization project to more than 610 years of content from 42 newspaper titles. Council minutes and by-laws from all 16 former Elgin County municipalities dating from before amalgamation have also been digitized and made available through the Archives' online database.

Museum and Archives staff are now working together on the fourth floor of the Elgin County Administration Building, providing a more welcoming space for researchers while supporting greater collaboration between the two services.

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## **Elgin-St. Thomas EMS Responds to More Than 3,400 Calls in Second Quarter**

Council received an update on Elgin-St. Thomas EMS operations, call volumes and response time performance for the second quarter of 2026.

Between April and June, paramedics responded to 3,412 calls for service, bringing the total for the first half of 2026 to 6,694 calls. Nearly 60 per cent of calls during the quarter were dispatched as Code 4 life-or-limb priority calls.

Demand continued to be concentrated primarily in the Edward and Shaw Valley station catchment areas, which together accounted for 69.5 per cent of calls. These trends will continue to inform decisions related to paramedic deployment, station coverage, vehicle availability and future resource needs.

Despite sustained demand, EMS met or exceeded established response time targets across all reported categories during the quarter. Continued monitoring of call volumes and where demand is occurring will help ensure resources remain aligned with community needs.

# Council Meeting

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## **New Medical Dispatch System Coming to Elgin-St. Thomas EMS in October**

Council received an update on the upcoming implementation of the Medical Priority Dispatch System (MPDS), which will change how 9-1-1 emergency medical calls for Elgin-St. Thomas EMS are assessed, prioritized and dispatched beginning in October 2026.

The new system will use standardized, clinically supported protocols to help dispatchers more accurately assess a patient's condition and determine the appropriate level of response. The current dispatch system can result in calls being over-prioritized as life-threatening emergencies, making it more difficult to distinguish between patients with lower and higher-acuity needs.

MPDS is expected to reduce unnecessary high-priority and lights-and-sirens responses, while helping ensure Elgin-St. Thomas EMS resources remain available for the most critical emergencies. Similar systems implemented in other jurisdictions have resulted in more precise prioritization based on patient need and reduced risks associated with emergency responses.

As resources are more deliberately prioritized, some lower-acuity patients may experience longer wait times. Elgin-St. Thomas EMS will monitor the system following implementation and provide additional information to Council and the public as its local impacts become clearer.

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## **County Approves \$125,000 Interest-Free Loan for West Lorne Library Renovation**

County Council approved a \$125,000 interest-free loan to the Municipality of West Elgin to support the ongoing renovation and expansion of the West Lorne branch of the Elgin County Library.

The project will expand the library to approximately 2,949 square feet within the West Elgin Community Complex, creating additional space and improving the branch's functionality, accessibility and overall public use. Construction began in May and is expected to continue through September 2026.

The loan will be provided through the County's recently updated Library Branch Construction and Interest-Free Loan Policy, which supports investments by local municipalities in the library facilities they own and lease to the County. West Elgin will repay the \$125,000 loan over 10 years in annual payments of \$12,500.

The investment supports continued collaboration between the County and the Municipality of West Elgin to provide an improved library space for residents in West Lorne and the surrounding community.

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## **Major Manufacturing Investment Planned for Aylmer's AIM Business Park**

County Council approved Lynden Door Canada Inc.'s application for an enhanced Tax Increment Grant through the Elgincentives Community Improvement Plan, supporting a major new manufacturing development planned for Aylmer's AIM Business Park.

# Council Meeting

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## Major Manufacturing Investment Planned for Aylmer's AIM Business Park (continued)

Lynden Door has purchased 20 acres in the business park and is planning a multi-phase development that would ultimately create more than 445,500 square feet of industrial space. The first phase includes a 108,000-square-foot manufacturing facility expected to employ approximately 65 people, with additional jobs anticipated as future phases are completed. Once fully operational, the company is expected to become one of Aylmer's largest manufacturing employers.

The project was attracted to Aylmer through a collaborative effort between the Town of Aylmer and Elgin County. Lynden Door, founded in 1978, produces residential, commercial and architectural interior doors and currently operates an Alliance Door Products distribution branch in St. Thomas.

The approved Tax Increment Grant is intended to encourage significant private investment and industrial development by providing a temporary rebate on a portion of the new property tax revenue generated by a qualifying development. For Lynden Door, the incentive will be provided over 10 years, beginning with a 100 per cent rebate of the eligible tax increase in the first year and decreasing by 10 per cent each year.

The grant will only take effect once construction is complete and the increased property assessment has been added to the tax roll. The development will generate additional tax revenue for the County and Town of Aylmer during the incentive period, with the full increase in property tax revenue retained once the grant concludes.

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## County Reviews Q2 2026 Financial and Operational Performance

Council received the County's second-quarter financial and operational review, providing an overview of performance across the organization for the first half of 2026.

At the end of the second quarter, the County is forecasting approximately \$9.3 million in overall positive performance for 2026. Approximately \$7.6 million of this amount relates to funding for capital projects that are expected to carry forward into 2027, primarily the Village of Fingal Reconstruction and Port Burwell Bridge Engineering projects. The County's operating budget is currently forecast to finish the year approximately \$1.1 million better than budgeted.

Operating expenses across County departments are generally tracking close to budget, while savings in wages and benefits are expected to contribute approximately \$1.1 million in positive performance. Staff continue to monitor capital construction costs, project timelines, revenues and other financial pressures as the year progresses.

The quarterly review also uses departmental balanced scorecards to track financial, workforce, internal process and customer service indicators across County operations. These measures provide Council with a broader picture of organizational performance alongside traditional financial reporting.

For the full Council Agenda, [click here](#).

# Committee of the Whole

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## Updated Policy Guides Community Use of Elgin County Library Spaces

The Committee of the Whole adopted an updated Facilities Use Policy for the Elgin County Library, providing clearer guidelines for how meeting rooms and other Library spaces can be used by the community.

Library facilities will continue to be available for educational, cultural, recreational and charitable purposes. The updated policy provides greater clarity around activities that are not appropriate for Library spaces, including religious services, partisan political events, fundraising and gambling activities, private social events and business activities such as sales promotions. It also prohibits uses that contravene legislation or discriminate contrary to the Ontario Human Rights Code.

The changes are intended to balance the Library's commitment to intellectual freedom and community access with the need to ensure its public spaces are used appropriately. The updated policy is consistent with similar facilities-use policies at other public library systems in Ontario.

Non-profit organizations can continue to use Library meeting spaces without a rental fee, while fees for individuals and for-profit groups are established through the County's Fees and Charges By-Law.

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## Council Considers New Strategic Investment Program for 2027

The Committee endorsed a new Elgin County Strategic Investment Program for Council's consideration, which, if approved, would launch January 1, 2027 and replace the County's existing Grant and Sponsorship Policy.

The new program shifts away from traditional grants and sponsorships toward larger, partnership-based projects that align with County priorities and provide long-term benefits to residents. Eligible projects must be led by a registered charity or incorporated non-profit organization located in Elgin County or demonstrate a direct benefit to Elgin County residents.

Funding will focus on community capital projects and may support construction and renovations, major equipment purchases, and professional services needed to develop projects. Day-to-day operating costs, salaries and wages, debt repayment, fundraising activities, festivals and events will not be eligible for funding.

Rather than applying through a traditional grant intake, organizations will be able to bring forward project ideas through an Expression of Interest. Promising opportunities will move through a staged review and development process, with factors such as community impact, project readiness, financial sustainability, partnership opportunities and alignment with County priorities considered along the way. Projects that advance through the process will ultimately require Council approval before County funding is committed.

The program is intended to help the County work more closely with community organizations to develop sustainable projects, leverage funding from other partners and direct County investment toward initiatives with broader and lasting community benefits.

# Committee of the Whole

## Expanded West Lorne Library Branch to Reopen with Increased Hours

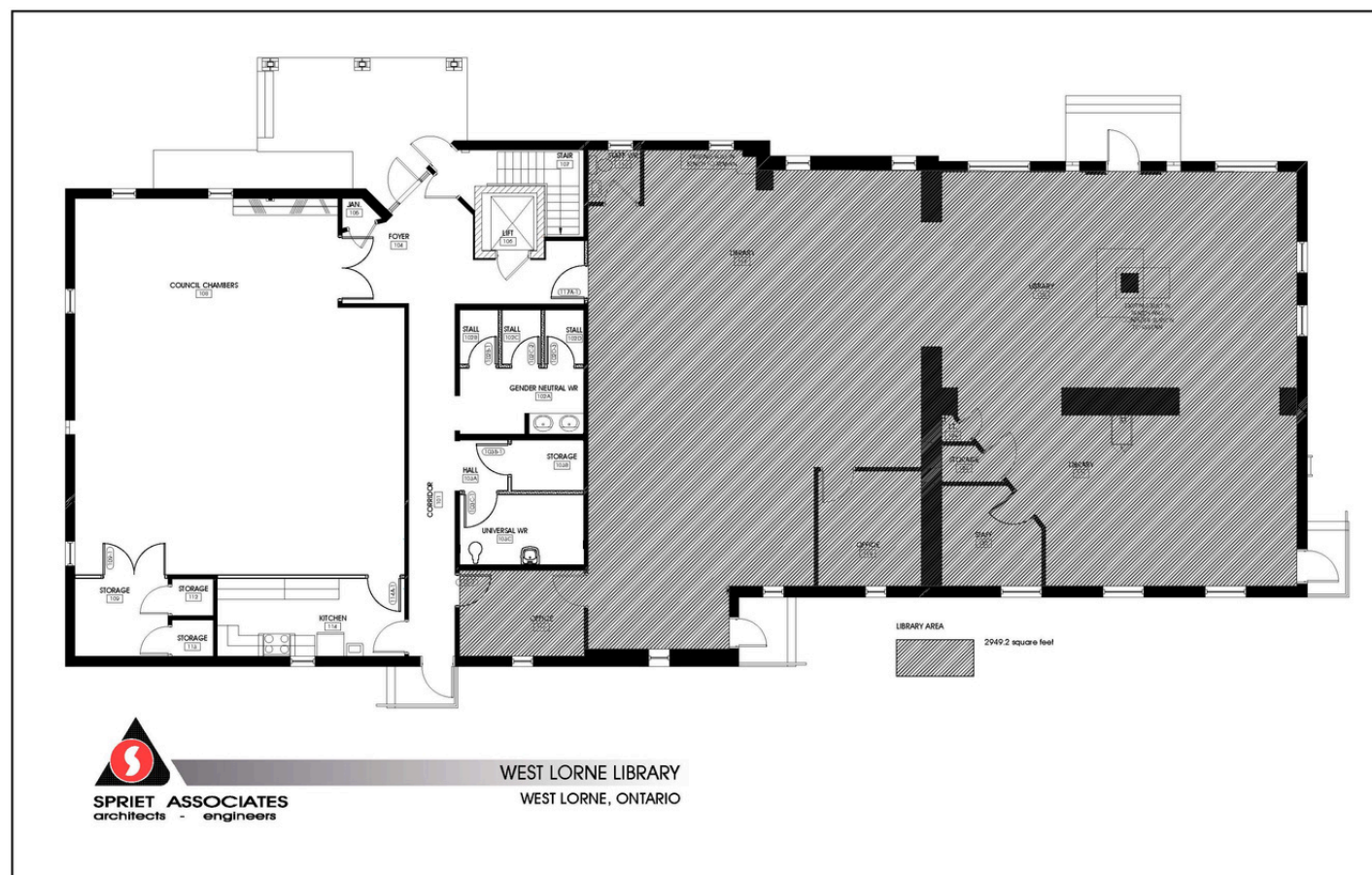
The Committee approved changes to the West Lorne Library's lease and hours of operation as renovations to expand the branch near completion.

The renovation adds 1,156 square feet of library space, bringing the branch's total leasable area to 2,949 square feet. The expanded space will be incorporated into the County's existing lease with the Municipality of West Elgin, with all other lease terms remaining the same.

When the branch reopens, its weekly hours will increase from 21 to 26. The new schedule adds Monday hours from 3:00 p.m. to 7:00 p.m. and extends Tuesday hours by one hour, with the branch remaining open until 7:00 p.m. The schedule was the most popular of three options presented through a recent Engage Elgin survey of residents.

Renovations are nearing completion, and the West Lorne Library is expected to reopen to the public by the end of September 2026.

For the full Committee of the Whole Agenda, [click here](#).



# Beyond the Council Chamber

## Raising the Flag for Drowning Prevention Week

On July 20, Elgin County marked Drowning Prevention Week with a flag raising outside the Elgin County Heritage Centre.

Warden Dominique Giguère was joined by MPP Rob Flack, MP Andrew Lawton, and Briar McCaw of the Elgin County Drowning Prevention Coalition to recognize the importance of water safety and the shared responsibility we all have in preventing drowning.

Drowning Prevention Week, observed from July 19–25, provided an opportunity to raise awareness about the importance of water safety, including close supervision around water, learning to swim, wearing a properly fitted life jacket, and knowing CPR and First Aid.

Thank you to the Elgin County Drowning Prevention Coalition for its continued commitment to promoting water safety through education, outreach, and community partnerships.



## Strengthening Rural Connectivity

Warden Dominique Giguère recently met with MP Andrew Lawton to discuss the ongoing challenges of rural cellular connectivity. Reliable service remains a priority for residents, businesses, emergency services, and visitors across our region.

The meeting provided an opportunity to discuss cellular coverage gaps in rural communities and an upcoming initiative aimed at improving connectivity. Elgin County appreciates MP Lawton's continued attention to this important issue.



Follow County Projects on Engage Elgin

Stay informed about County projects, initiatives, and public engagement opportunities.

Visit [engageelgin.ca](https://engageelgin.ca) to learn more.

# Notice of Public Consultation

## Mobility Master Plan

The Municipality of Chatham-Kent is developing a **Mobility Master Plan (MMP)** that will consolidate and update previous transportation plans to establish a coordinated, vision-driven framework to guide transportation planning decisions. The MMP will establish the priorities, network improvements and policies and programs to support mobility for residents throughout Chatham-Kent. This includes recommendations for walking, cycling, public transit, driving and goods movement.

The MMP is being carried out in accordance with the requirements of Phases 1 and 2 of the 2023 Municipal Class Environmental Assessment (MCEA) document, which is an approved process under Ontario's *Environmental Assessment Act*.

## We Want to Hear from You!

Public input is essential to creating a plan that reflects the needs and desires of the community. The plan development includes several opportunities for the public and stakeholders to provide input and shape the project outcomes. The first public consultation event was held in April 2026.

## Public Information Centre #2

The next opportunity to share your perspectives will be at an open-house style Public Information Centre (PIC). This in-person information session will provide community members with an opportunity to comment on mode share targets, draft network recommendations and policies.

- Tuesday, September 15, 2026
- 4:30 - 7:30 PM
- Links Of Kent Golf Club & Event Centre, 120 Indian Creek Rd W, Chatham

For those unable to attend, the content will also be available online for review and comments will be invited between September 15 and September 29, 2026. For more information or to view project materials, please visit the project webpage at: <https://www.letstalkchatham-kent.ca/mmp>.

If you have any questions, comments or wish to be added to the study mailing list, please contact the project team at [mmp@chatham-kent.ca](mailto:mmp@chatham-kent.ca).

|                              |                           |                 |
|------------------------------|---------------------------|-----------------|
| Mark McFadden                | Shawn Doyle               | Zibby Petch     |
| Manager, Engineering         | Project Manager           | Project Manager |
| Municipality of Chatham-Kent | Doyle Mobility Strategies | CIMA+           |

Information collected will be used in accordance with the Freedom of Information and Protection of Privacy Act. With the exception of personal information, all comments will become part of the public record.

This notice first issued August 25, 2026.



August 28, 2026

Honourable Doug Ford  
Premier's Office  
Room 281  
Legislative Building, Queen's Park  
Toronto, ON M7A 1A1  
By Email: [premier@ontario.ca](mailto:premier@ontario.ca)



Come for a visit. Stay for a lifestyle.

**Re: Elimination of the Workplace Safety and Insurance Board's Second Injury and Enhancement Fund (SIEF)**

At its meeting of August 20, 2026, Council considered the Notice of Motion from Councillor Giddings regarding the Elimination of the Workplace Safety and Insurance Board's Second Injury and Enhancement Fund (SIEF) and passed the following motion:

**Motion No. THC-260820-21**

Moved by Councillor Daniel Giddings  
Seconded by Councillor Gene Brahaney

Whereas the Workplace Safety and Insurance Board (WSIB) eliminated the Second Injury and Enhancement Fund (SIEF), effective June 16, 2026, ending a long-standing cost relief program that assisted employers where pre-existing conditions contributed to the cost or duration of workplace injury claims; and

Whereas municipalities are significant employers of workers performing physically demanding duties and may experience increased WSIB costs as a result of the elimination of SIEF; and

Whereas the Second Injury and Enhancement Fund was established to provide cost relief to employers when pre-existing conditions significantly contributed to workplace injury claims, thereby encouraging employers to hire and retain workers with disabilities and pre-existing medical conditions; and

Whereas the Workplace Safety and Insurance system was established to provide a fair and balanced insurance system that protects both workers and employers; and

Whereas increased workplace insurance costs have the potential to place additional financial pressures on municipal operating budgets and property taxpayers;

Now Therefore Be It Resolved That the Council of the Municipality of Trent Hills respectfully requests that the Province of Ontario and the Workplace Safety and Insurance Board review the impacts of eliminating the Second Injury and Enhancement Fund (SIEF) consult with employers, municipalities, labour representatives and other stakeholders, and consider modernizing or revising the program rather than eliminating employer cost relief altogether, including by modernizing, revising or replacing the current program with an improved cost-relief mechanism that continues to fairly recognize the impact of pre-existing conditions.

Be It Further Resolved That a copy of this resolution be forwarded to:

- The Honourable David Piccini, Minister of Labour, Immigration, Training and Skills;
- Development and MPP for Northumberland-Peterborough South;
- The Honourable Doug Ford, Premier of Ontario;
- All Members of Provincial Parliament in Ontario;
- the Workplace Safety and Insurance Board;
- the Association of Municipalities of Ontario (AMO);
- the Eastern Ontario Wardens' Caucus (EOWC);
- Ontario Chamber of Commerce;
- Canadian Federation of Independent Business (CFIB);
- Ontario Business Improvement Area Association (OBIAA);
- Rural Ontario Municipal Association (ROMA);
- Federation of Northern Ontario Municipalities (FONOM);
- Association of Municipal Clerks and Treasurers of Ontario (AMCTO);
- Local Members of Parliament (for awareness);
- Local Boards of Trade and Chambers of Commerce;
- Northumberland County; and
- all Ontario municipalities, requesting their consideration and support.

Carried.

Should you have any questions, please do not hesitate to contact the Municipality.

Sincerely,



Jessica Polley  
Clerk



# MUNICIPALITY OF **West Elgin**

## **The Corporation of The Municipality of West Elgin**

### **By-Law No. 2026-52**

#### **Being a By-Law to confirm the proceedings of the Regular Meeting of Council held on September 10, 2026.**

**Whereas** Section 5(1) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, the powers of a municipality shall be exercised by council; and

**Whereas** Section 5(3) of the Municipal Act, the powers of Council shall be exercised by by-law; and

**Whereas** it is deemed expedient that proceedings of Council of the Corporation of the Municipality of West Elgin as herein set forth be confirmed and adopted by by-law.

**Now therefore** the Council of the Municipality of West Elgin enacts as follows:

1. That the actions of the Regular meeting of Council held on September 10, 2026, in respect of each recommendation, motion and resolution and other action taken by the Council at this meeting, is hereby adopted and confirmed as if all such proceedings were expressly embodied in this by-law.
2. The Mayor and proper officials of the Corporation of the Municipality of West Elgin are hereby authorized and directed to do all things necessary to give effect to the action of the Council referred to in the preceding section hereof.
3. The Mayor and Clerk are hereby authorized and directed to execute all documents necessary in that behalf and to affix the Seal of the Corporation of the Municipality of West Elgin.

Read a first, second, and third time and finally passed this 10<sup>th</sup> day of September, 2026.

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Richard Leatham, Mayor

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Terri Towstiuc, Clerk